



RECRUITMENT PACK

EXAM INVIGILATORS

Closing Date: Midnight, 04th January 2026





**11-18 Mixed, ethnically diverse, Outstanding Academy
1250 on roll (+ 350 in Sixth Form)
One of Brent's most over-subscribed schools**

EXAM INVIGILATORS

£14.03 per hour

The role of an Exams Invigilator is to conduct exams in accordance with the Joint Qualifications (JCQ), awarding body and school instruction and plays a crucial role in ensuring the integrity and smooth operation of exams.

We are looking for reliable, flexible and conscientious individuals to add to our team of Invigilators monitor students' attendance and behaviour in the examination room carefully and to ensure compliance with procedures and regulations is followed. You do not need previous examination experience, although an understanding of the importance and formality of the examination procedure and/or experience in managing groups of young people would be helpful.

Full training will be provided.

To apply please refer to:-

[Chrysalis Multi Academy Trust, Brent | Teaching Jobs & Education Jobs | MyNewTerm](#)

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JOB DESCRIPTION

General Responsibilities

- **Supervise Exams:** Oversee the conduct of exams to ensure a fair and proper examination environment. This includes preventing cheating, enforcing exam rules, and maintaining a quiet atmosphere.
- **Prepare Examination Venues:** Set up exam rooms according to specific requirements, which may involve arranging desks, ensuring necessary materials are available, and setting up any necessary equipment.
- **Verify Candidate Identity:** Check the identification of exam candidates to ensure only registered students are taking the exam.
- **Distribute and Collect Exam Materials:** Hand out exam papers and any other materials required for the exam. Collect these materials at the end of the exam session.
- **Explain Exam Procedures:** Provide clear instructions to candidates regarding the rules of the exam, including time limits, permitted materials, and proper conduct during the exam.
- **Monitor Exam Conduct:** Walk around the examination room to monitor students during the test, ensuring that there is no misconduct or use of unauthorized materials.
- **Deal with Emergencies and Incidents:** Address any issues that arise during the exam, such as questions about exam content, student illness, or potential breaches of exam regulations.
- **Record Attendance and Incidents:** Keep accurate records of attendance, report any irregularities, and document incidents that may occur during the examination.
- **Ensure Accessibility Requirements:** Assist with special arrangements for candidates with disabilities or specific needs, ensuring they have the necessary support to complete the exam.

Skills and Qualifications:

- **Attention to Detail:** Ability to observe and manage multiple aspects of the exam environment simultaneously.
- **Communication Skills:** Clear and effective communication with students and examination staff.
- **Integrity:** Uphold the principles of fairness and honesty in the examination process.
- **Problem-Solving Skills:** Ability to quickly and calmly resolve issues as they arise.
- **Patience and Concentration:** Capacity to remain vigilant for extended periods.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons's/he is responsible for or comes into contact with.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.