

WESTCOUNTRY SCHOOLS TRUST



JOB DESCRIPTION

Job Title:	Casual Examinations Invigilator
Location:	Across the Trust based at South Dartmoor Community College
Grade:	NJC Grade B, Scale point 4 (£25,185 pro-rata)
Actual	NJC Grade B, Scale point 4 (£13.05 per hour, plus 12.07% holiday pay)
Reports to:	Examinations Officer
Responsible for:	Invigilation
Key relationships:	Executive Headteacher, Senior Leadership Team (SLT), Examinations Team, Students.
Hours	By negotiation to cover examination sessions throughout the year. We offer full days, mornings (8.00 am for 3 ½ hours) and afternoons (12.30 pm for 3 hours).

Job Purpose

The Examinations Invigilator supports the effective operation of the trust and works to uphold and promote its vision and values.

Experience

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

An ideal candidate will:

- be flexible;
- have effective communication skills;
- be confident and a reassuring presence to candidates in examination rooms;
- be confident to supervise an examination room after full training.

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and South Dartmoor Community College and the Atrium instructions.
3. To play a key role in upholding the integrity of the examination/assessment process.
4. Before Examinations
 - To report to and be briefed by the examinations officer prior to each exam session.
 - To keep confidential examination papers and materials secure before, during and after examinations.
 - To ensure examination rooms are set out according to the instructions.
 - To admit candidates into examination rooms.
 - To identify, seat, and instruct candidates in the conduct of their examinations.
 - To distribute the correct examination papers and materials to candidates.
 - To deal with candidate queries.
 - To start examinations.

5. During exams

- To supervise and observe candidates at all times and be vigilant throughout examinations.
- To keep disruption in examination rooms to a minimum.
- To deal with emergencies or irregularities effectively.
- To record/report any incidents, disruptions or irregularities.
- To complete attendance registers.
- To deal with candidate questions according to the regulations.

6. After examinations

- To instruct candidates in finishing their examination and to collect examination scripts and examination materials.
- To dismiss candidates from the examination room.
- To check candidates' names on scripts, match the details on the attendance register.
- To securely return all exam scripts and examination materials to the examinations officer.

7. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.

8. To participate in Continuing Professional Development (CPD relevant to the role).

9. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.

10. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

Other

- To attend training, update or review sessions as required.
- To undertake, where required and where able, other duties requested by the examinations officer, for example:
 - supervision of examination timetable clash candidates between examination sessions;
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided);
 - other examinations related administrative tasks.

Safeguarding Children

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Designated Safeguarding Lead.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-LED CULTURE (The WeSt Way) - It is important to us that your values align with ours:			
Collaboration:			
We are "Stronger Together," sharing expertise across the trust to lift every school.	E		X
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny.	E		X
Integrity:			
We act ethically, transparently, and with financial propriety.	X		X
Compassion:			
We recognise need and act with positive intention to support wellbeing.	E		X
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity.	E		X
QUALIFICATIONS:			
Good numeracy and literacy skills.	E	✓	✓
Willing to undertake personal development through training and other learning activities.	D	✓	✓
EXPERIENCE:			
Experience of working in a school or similar environment.	D	✓	
Understanding of Keeping Children Safe in Education and the wider safeguarding agenda, and the welfare of children and young persons you are responsible for or come into contact with.	D	✓	✓
KNOWLEDGE, SKILLS AND ABILITIES:			
Ability to follow instructions but to use common sense and initiative when required.	E	✓	✓
Accuracy and attention to detail.	E	✓	✓
Good timekeeping.	E	✓	
Able to relate to academic staff and students.	E	✓	✓
Ability to work under pressure whilst remaining calm.	E	✓	✓
Discrete and able to maintain confidentiality of information.	E	✓	✓
Ability to work as part of a team or alone if necessary.	E	✓	✓

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

Job Description WeST Template reviewed, March 2026