



## Job Description

**Post Title:** Lead Exam Invigilator

**Pay Range/Grade:** SPOT

**Line Manager:** Headteacher

---

### Purpose of the Role:

The Lead Exam Invigilator is responsible for overseeing the smooth running of examinations. The invigilator will be responsible for ensuring that exams are conducted fairly and adhering to exam regulations. This position plays a crucial role in maintaining the integrity of the examination process and ensuring a positive experience for students.

The role includes supervising a team of invigilators, preparing examination environments, and acting as the main point of contact during exams. The Lead Exam Invigilator plays a key role in maintaining the integrity of the examination process and ensuring a calm, organised, and supportive environment for students.

### Generic Introduction:

The following information is furnished to assist staff joining the school to understand and appreciate the content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavor has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.
3. Our School is an Equal Opportunities employer and requires its employees to comply with the Exceed Academies Trust Equality Statement and Objectives.
4. We are committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a condition covered under the Equality Act 2010.

### Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level.

Together we Exceed

Dunley Road, Bradford BD5 9LQ  
info@exceedacademiestrust.co.uk  
01274 086 490  
www.exceedacademiestrust.co.uk

### **Supervision & Guidance:**

- Liaise regularly with the Data Manager and/or Senior Leadership Team to ensure all examination procedures are clearly understood and implemented.
- Provide guidance, direction, and support to Exam Invigilators during examination periods.
- Support the training and induction of new invigilators where required.

### **Key Responsibilities:**

- To oversee the start, supervision, and finishing of both internal and external examinations.
- To act as the lead invigilator (room manager), ensuring effective timekeeping, script management, and overall organisation of examinations.
- To supervise and coordinate a team of invigilators to ensure examinations run smoothly.
- To ensure that the Examination Board's regulations and Joint Council for Qualifications (JCQ) Instructions for the Conduct of Examinations are strictly followed.
- To uphold the integrity and security of all examinations.
- To prepare examination rooms in accordance with examination board requirements.
- To ensure all necessary equipment and materials are available and appropriate (e.g. calculators, question papers).
- To distribute and collect examination papers and materials securely and efficiently.
- To act as the central point for reporting incidents, including late arrivals, absences, or irregular conduct.
- To respond promptly and effectively to any issues that arise during examinations.
- To provide guidance and support to invigilators during examinations, ensuring consistent practice.

### **Support for the pupils:**

- To support students in creating a calm and focused examination environment.
- Reading and scribing for students when required.
- Assisting students who need to leave the examination room, ensuring procedures are followed.
- Ensuring all pupils adhere to examination rules and regulations at all times.

### **Support for the School:**

- Assist with administrative tasks related to examinations, where required.
- Ensure confidentiality and security of examination materials.
- Be aware of and comply with all school policies relating to child protection, health and safety, security, confidentiality, and data protection.
- Report any concerns to the appropriate member of staff.
- 

### **Maintaining Professional Competencies:**

- Operate within legal, ethical, and professional boundaries at all times.
- Maintain a high level of professional competence through training and development.



- Model high standards of professionalism, including punctuality, appearance, and conduct.
- Work collaboratively with colleagues and contribute positively to the school's ethos.
- Support the school's safeguarding responsibilities at all times.

**Safeguarding and Compliance:**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Safeguarding the welfare of pupils and reporting any concerns to the Deputy Headteachers and/or Headteacher.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.
- Promote the safeguarding of all pupils in the school.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



## Person Specification

| Area of specification  | Essential/<br>Desirable                                  | Method of<br>Assessment   |
|--|--|---------------------------|
| <p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• GCSE Maths &amp; English Level C or above</li> </ul>   | <b>E</b>   | Application               |
| <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children/young people aged 11-16 years.</li> <li>• Experience in an invigilation or educational role.</li> </ul>  | <b>E</b><br><b>D</b>                                     | Application and interview |
| <p><b>KNOWLEDGE/SKILLS/ABILITIES (Core competencies)</b></p> <ul style="list-style-type: none"> <li>• Good time management and organisational skills.</li> <li>• Excellent English language, reading, writing and comprehension skills.</li> <li>• Good numeracy skills.</li> <li>• Flexibility around working hours.</li> <li>• Punctual, reliable and able to work independently as well as part of a team.</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level.</li> </ul> | <b>E</b><br><b>E</b><br><b>E</b><br><b>E</b><br><b>E</b> | Application and interview |
| <p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>• Be committed to raising standards</li> <li>• Be someone who can create an atmosphere in which children can thrive and succeed</li> <li>• Have excellent interpersonal skills</li> <li>• Effective communication and organisation skills</li> <li>• Ability to manage workloads and work calmly under pressure</li> </ul>   | <b>E</b><br><b>E</b><br><b>E</b><br><b>E</b>             | Application and interview |

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

The post holder must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.



In addition, the post holder must have the ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties. For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the post holder to be capable of lifting and carrying. However, suitable training will be provided, should this be the case.

