



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – INVIGILATOR

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. We are very much a family school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities and offer an education across the age range from Pre-School to Sixth Form.

We are seeking to appoint to our established team of regular part-time Invigilators at The Portsmouth Grammar School.

We welcome applications from candidates who can support external exams in the summer term 2026 and we hope successful candidates will be willing to join our team of regular invigilators who are available to return throughout the year to support both internal and external exams on an ad hoc basis.

Invigilators conduct external exams in the presence of candidates, ensuring that the integrity of the process is upheld in accordance with the Joint Council for Qualifications (JCQ) guidelines. In addition, they can be offered sessions to support the school's own cycle of internal exams in accordance with the school's policies and procedures for internal examinations.

Our regular invigilators support examinations at key times throughout the year which are typically as follows;

- May and June for external exams at GCSE/IGCSE and A Level
- October and November external exam re-sits
- January internal mock exams
- At other times during the academic year as required by the Head of Examinations

	<p>Invigilator hours will be determined by the school's Head of Examinations. The school makes no specific guarantee of any work throughout the year and invigilator requirements for the summer term external exam schedule will not be known until after Easter each year.</p> <p>For the summer exams Invigilators should be available for at least 3 days each week during May and June 2026. This will need to be confirmed in advance of the exam period through the completion of an availability schedule.</p> <p>It is a requirement of employment that invigilators must be available for an annual meeting and training session before the start of the summer term exams. In 2026, the meeting will take place on Wednesday 18th March. This meeting will include safeguarding training, word processing training and invigilation training. Invigilators may also be asked to attend additional invigilator meetings or training throughout the year (possibly in November). This could also involve online training.</p> <p>Examinations in the summer term 2026 will take place from 7th May to 24th June 2026 and the length of sessions can vary. For invigilators, morning sessions start at 8.30 am and can finish anytime between 11.00 am and 1.00 pm. Afternoon sessions start at 1.30 pm and can finish anytime between 3.30 pm and 6.30 pm. There are no examinations during the summer Half Term (25th May – 29th May).</p> <p>For external examinations, you will be paid for the full period of each examination, including any extra time granted to individual candidates, plus an allowance of 30 minutes' administrative time to enable each examination to be started and finished smoothly.</p> <p>Following the summer term exam session, we hope that you will wish to join our team of regular invigilators and work on an ad hoc basis throughout the year as required by the Head of Examinations. These additional invigilation sessions will be offered throughout the year but there will be no expectation that you must undertake them. This would be only on a basis that you are willing and free to attend. It is essential that our regular invigilators are registered with the DBS update service.</p> <p>Invigilators are required to support the following activities:</p> <ul style="list-style-type: none"> • To assist in splitting and distributing papers for satellite rooms 30 minutes before the start of each exam if required • To carry out the 'second pair of eyes' check • To assist/be responsible for laying out papers in the main exam venue and other designated rooms • To help organise candidates at the start and end of each exam • To help provide the correct information and material for successful completion of the exam • To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ and the Exam Boards
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- To ensure the safeguarding of pupils and attend training as instructed by the Senior Deputy Head
- To be vigilant during exams, whilst not disrupting the candidates. Reading, accessing mobile phones or other such activities are not permitted, apart from as part of the conduct of the examination.
- To refer to the Head of Examinations if malpractice is suspected.

General Requirements

Experience of invigilation is not required as training in the role and duties of an invigilator will be provided.

- Invigilators are required to declare if they have invigilated previously
- Invigilators are required to confirm their availability in advance of the main exam periods and should be available for at least 3 days each week during the external examination period. This should be confirmed on the application form
- Invigilators are required to know and understand the confidentiality and security requirements of the invigilation process and to put this guidance into practice at all times
- Invigilators must have basic IT skills (familiar with use of email, mobile phone messaging, etc. Experience in using Microsoft Excel, Word and Teams would be desirable, but not essential)

Person Specification

Invigilators must:

- Be confident and able to communicate with staff and students, alongside a strong sense of self-awareness and sensitivity for the need to avoid any unnecessary disruption to a candidate's concentration during examinations
- Be willing to undertake all necessary safeguarding and other training as instructed by the Deputy Head (Pastoral) and Designated Safeguarding Lead. Be a good team member who can work on their own initiative
- Be accurate and have a good attention to detail
- Be reliable, flexible and readily available during main exam periods.
- Have an appropriate level of fitness for the role and be able to respond in times of emergency
- Understand that exam security and confidentiality is paramount at all times.

How to apply:

Candidates are asked to apply using the online form linked to our advert on the '[Work With Us](#)' page of our school website.

Any enquiries about the role or how to apply are welcome at recruitment@pgs.org.uk

	<p>The closing date for applications is midday on Tuesday 27th January 2026 with interviews to be held on the school site on Monday 2nd February 2026. However, we are also holding interview dates on 19th January and 23rd January and encourage early applications for this role and reserve the right to interview and appoint before the closing date.</p>
Line management responsibility for	<p>This role has no line management responsibility.</p>
Main duties and responsibilities	<p>Main Duties:</p> <ul style="list-style-type: none"> • To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the Portsmouth Grammar School regulations and instructions • Report to and be briefed by the Head of Examinations prior to each exam session • Keep confidential exam question papers and materials secure before, during and after exams • Assist setting up examination rooms by laying out papers and materials required • Admit candidates into exam rooms under formal exam conditions • Identify candidates and seat candidates according to the required arrangements • Distribute the correct question papers and exam materials to candidates • Start and finish exams if necessary (which involves giving specific instructions). • To continually patrol (in the larger venues) and remain vigilant throughout the duration of the exam • Ensure that the exam runs smoothly, and no unauthorised materials are accessed by candidates at any time. Keep disruption in exam rooms to a minimum • Deal with emergencies or irregularities effectively • Record/report any incidents, disruption or irregularities • Complete attendance registers • Deal with candidate questions according to the regulations • Ensure that candidates do not leave the examination rooms until the end of the exam • Escort candidates from venues during exams and supervising whilst out of the examination room • At the end of exams: <ul style="list-style-type: none"> i. collect scripts - making sure that they have been filled in correctly and match the details on the attendance register ii. make sure that the scripts are in subject and candidate order iii. dismiss candidates from the exam room iv. help package scripts if required by the Head of Examinations or the Examinations Assistant.

	<p>Extra Duties which may be required:</p> <ul style="list-style-type: none"> • Being in charge of a computer room and word processing candidates • Scribing for candidates with writing problems (training would be given) • Being in charge of a room in the medical centre for unwell students • Being in sole charge of an overflow room • Supervising clash candidates between exams <p>General:</p> <ul style="list-style-type: none"> • To undertake all training required by the school, including safeguarding training; • To support the aims and ethos of the school; • To contribute in any other reasonable way to promote the safety and wellbeing of pupils. • Any other duties as reasonably required by the Head or Bursar from time to time.
Safeguarding responsibilities	<ul style="list-style-type: none"> • The role is based on the main school site. The role involves working with pupils on a daily basis and therefore involves regulated activity with children. • It is a requirement of the role to attend Professional Development Days as required by the line manager and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.
Benefits	<p>The hourly rate is £14.68 per hour (£13.10 per hour plus £1.58 holiday pay). Invigilators are paid on a timesheet claims basis through the school's monthly payroll.</p> <p>For external examinations you will be paid for the full period of each examination, including any extra time granted to individual candidates, plus an allowance of 30 minutes' administrative time to enable each examination to be started and finished smoothly.</p> <p>Additional benefits include the provision of a free two-course lunch during school term times, where staff work a full day.</p> <p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar.</p>

Person specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> There are no specific qualifications required but all invigilators must be able to demonstrate a high standard of written and spoken English 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>

Experience	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience of working in a team • Experience of a role involving administration and the use of IT 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working with young people in an educational setting • Experience of exam invigilation 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Confident and able to communicate with staff and students, alongside a strong sense of self-awareness and sensitivity for the need to avoid any unnecessary disruption to a candidate's concentration during examinations • The ability to work in a team • Highly organized, accurate and with excellent attention to detail • Reliable, flexible and proactive • Ability to engage effectively with staff and pupils in the wider PGS school community • IT skills including Microsoft Office with a willingness to learn other software packages as required • Ability to remain calm in a busy school environment • Have an appropriate level of fitness for the role and be able to respond in times of emergency • Ability to work in an environment where exam security and confidentiality is paramount at all times 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR • A willingness to develop knowledge and understanding of GDPR legislation • A willingness to undertake all training required by the school including safeguarding training • Knowledge and understanding that exam security and confidentiality is paramount at all times 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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Personal competencies, qualities, attitude and behaviours	<p><i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work in a setting with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • ability to work collaboratively across departments and support functions • willingness to support the aims and ethos of the school 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • An interest in continuous professional development, to expand knowledge and to undertake relevant training 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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