Where young people are
known, valued & treasured



Examinations Invigilator

Application Pack

Co-educational Independent Catholic Day School for ages 4-18 in St Albans





Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. The College is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 176 are in the Sixth Form.

St Columba's is an academic and aspirational school devoted to academic excellence and the holistic development of each individual child. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are an integral part of a dynamic group of 12 schools located primarily across the United States.

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Exemplary pastoral care + great teaching + emphasis on extracurricular = happy children reaching their potential.

The Good Schools Guide





Job Title: Examinations Invigilator

Reports To: Head of Exams & External Assessments

Key Contacts:
Headmaster, Director of Studies, SENDCo and Academic Support Team

Overall Purpose

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St Columba's College regulations and policies.
- To have a key role in upholding the integrity and security of the examination/assessment process

Main duties and responsibilities

Before exams

- Report to and be briefed by the Head of Exams prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- 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
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- 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





After exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the Head of Exams

Other tasks

- Undertake training, update and review sessions as required
- Prior to invigilating any exam in a new academic year, undertake annual invigilator training and assessment, including reviewing current JCQ Instructions for Conducting Examinations (ICE) and any centre-specific procedures before undertaking invigilation duties.
- Undertake, where required and where able, other duties requested by the Head of Exams, for example:
    - centre supervision of exam timetable clash candidates between exam sessions
    - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
    - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

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 and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

Working Environment

- Classroom based
- Lifting, moving and carrying papers and equipment

Generic Responsibilities

- Attend training and staff INSET sessions organised by the College.
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of self, colleagues, pupils, staff and visitors.
- Follow College Safeguarding and Child Protection policies.
- Any other work as reasonably requested by the Headmaster and/or Line Manager

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy at all times and to engage with relevant safeguarding training and updates as requested, including in-person training and online courses, which may be beyond the usual working hours. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead and record on CPOMS.

The Ideal Candidate

- Previous experience ideally but this is not essential
- Reliable, flexible and readily available during main exam periods
- Have effective communication skills and good interpersonal skills
- work well as part of a team
- Be confident and a reassuring presence to candidates in exam rooms
- Be able to give instructions and manage situations involving different groups of people
- Have basic digital skills, including the use of email, Microsoft 365 applications, online training platforms and mobile communications
- Be eager to learn and use the College's examinations management system, ExamsAssist (full training provided)

The Role

- Hours of work by agreement with the Head of Exams during internal and external examination periods throughout the academic year, with the main examination season taking place from May to June
- Pay: £12.71 per hour plus £1.53 per hour holiday pay (£14.24 total hourly rate)
- Full training provided, including annual updates on JCQ regulations and school procedures
- Free lunches and complimentary tea/coffee/biscuits/fruit during term time
- Limited free car parking on site

It should be noted that this job description is non-contractual and does not represent an exhaustive list of duties. The post-holder may be required to undertake other duties commensurate with the responsibility and seniority of the role. The job description may be amended to reflect changes in operational requirements, and consultation will take place where appropriate.

Work with us

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff ad volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this vacancy further, please contact Jackie Metcalfe, Head of HR, at metcalfe.j@stcolumbascollege.org or on 01727 892095. To apply for this position, visit our website **stcolumbascollege.org**

Application Process

Closing date: 10 am on Thursday, 19th November 2026.

Interviews will be held shortly afterwards. Early applications are encouraged as we reserve the right to call suitable candidates to interview and to appoint prior to the closing date.



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01727 855185 **collegeadmin@stcolumbascollege.org**

St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)