



King's Group  
Academies



Job Title:	Invigilator
Location	KGA Bay House
Reporting to	Exams Officer
Hours	Casual based on the needs of the School
Salary	£14.24 inclusive of holiday pay
Role Purpose	<p>To provide support to the examination process as part of a team of Exam invigilators.</p> <p>To support the Lead Invigilators with the day-to-day operation of examination venues.</p>
Main Responsibilities	
	<ul style="list-style-type: none"> <li>• To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and GFM Education instructions</li> <li>• To play a key role in upholding the integrity of the examination/assessment process</li> <li>• Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues</li> <li>• Ensure candidates do not talk once inside examination venues</li> <li>• Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures</li> <li>• Supervise candidates leaving examination venues, ensuring that candidates do not</li> <li>• Remove unauthorised equipment or stationery from the venue and ensuring that candidates leave venues in an orderly and quiet manner</li> <li>• Assist exams staff as requested</li> <li>• Check attendance during examinations</li> <li>• Escort candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues</li> <li>• Assist with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures</li> </ul>

	<ul style="list-style-type: none"> <li>● To attend training, update or review sessions as required</li> </ul> <p>Occasional</p> <ul style="list-style-type: none"> <li>● Record details of late arrivals and early leavers and collecting scripts from early leavers</li> <li>● Collect and collate scripts at the end of the examination in accordance with strict procedures</li> <li>● Assist with the preparation of script envelopes.</li> </ul> <p>To undertake, where required and where able, other duties requested by the Exam's Officer, for example:</p> <ul style="list-style-type: none"> <li>● Supervision of clash candidates between exam sessions</li> <li>● Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)</li> <li>● Other exams-related administrative tasks</li> </ul>
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**Flexibility Statement**

*The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.*

Post Holder

Signature \_\_\_\_\_

Dated \_\_\_\_\_

Print Name \_\_\_\_\_

Person Specification – Invigilator	Essential	Desirable
Grade C GCSE or equivalent in English and Mathematics		*
Experience of working in a school environment or other environment with young people		*
Ability to work in a team and individually using own initiative	*	
Flexible over working hours	*	
Good IT competence in Excel and Word, literary and numeracy skills		*
Good written and verbal communication skills and be able to clarify and explain instructions clearly	*	
Ability to follow written procedures to carry out tasks	*	
Meticulous attention to detail	*	
Team-player, personable, approachable, emotionally intelligent	*	
Ability to deal with any confrontational situations appropriately		*
Ability to maintain confidentiality in dealings with pupils, professionally discrete and able to respect confidentiality on particular issues		*
Demonstrates an understanding and awareness of child behaviour, have empathy with pupils and be sympathetic to their needs		*