



RECRUITMENT PACK

LEAD EXAM INVIGILATOR

Closing Date: 12 noon, 13th February 2026





11-18 Mixed, Multi-ethnic, Outstanding Academy
1700 on roll (inc 300 in Sixth Form)
One of Brent's most over-subscribed schools

LEAD EXAM INVIGILATOR

£15.03 per hour

The Lead Invigilator is responsible for overseeing and ensuring the smooth, fair, and compliant administration of examinations. They supervise exam sessions in accordance with Joint Council for Qualifications (JCQ) and institutional standards, support a team of invigilators, and are accountable for maintaining the integrity and order of each exam session.

To apply please refer to: -

[Chrysalis Multi Academy Trust, Kenton, | Teaching Jobs & Education Jobs | MyNewTerm](#)

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Key Responsibilities:

- Supervise and coordinate a team of invigilators during examination periods.
- Ensure all external and internal exams are conducted in line with JCQ regulations and schools' policies and procedures.
- Prepare exam rooms and materials, ensuring correct seating plans and documentation are in place.
- Ensure all necessary equipment (e.g., clocks, signs, stationery) is available in all exam venues and it is correctly used.
- Distribute and collect exam papers securely before, during, and after exams.
- Respond promptly and effectively to incidents, queries, or irregularities during exams.
- Liaise with the Exams Officer to report issues such as candidate misconduct, illness, or late arrivals.
- Complete accurate and timely documentation, including attendance registers and incident reports.
- Ensure proper storage, confidentiality, and return of exam papers and materials.
- Support training and mentoring of new invigilators.
- Act as the primary authority in the exam room, responsible for the conduct of the session in the presence of candidates and invigilators.
- Remain composed under pressure and capable of making quick, accurate decisions in line with examination policies and procedures.
- Support the Exam Officer with administrative tasks to ensure smooth running of all external and internal exams.

General Responsibilities:

- **Supervise Exams:** Oversee exam conduct to ensure a secure and fair testing environment. Enforce exam rules and maintain discipline and focus in the exam room.
- **Prepare Examination Venues:** Ensure the exam room is arranged correctly—desks spaced appropriately, candidate numbers displayed, clocks visible, and required resources available.
- **Verify Candidate Identity:** Confirm that all candidates are properly identified at the beginning of the exam.
- **Distribute and Collect Exam Materials:** Hand out examination papers and other necessary materials and collect them securely at the end of the exam.
- **Explain Exam Procedures:** Deliver clear, consistent instructions to candidates about exam rules, permitted materials, and time allowances.
- **Monitor Exam Conduct:** Vigilantly observe candidates throughout the session to detect any misconduct or unauthorized behaviour.
- **Deal with Emergencies and Incidents:** Manage issues such as illness, late arrivals, or rule violations efficiently and in accordance with policy in all examinations venues.
- **Record Attendance and Incidents:** Complete attendance registers accurately, report absences, and log any incidents or irregularities.
- **Ensure Accessibility Requirements:** Assist candidates with special requirements or reasonable adjustments, ensuring their needs are met during the exam.
- **Support The Exams Officer** in running smooth operation during internal and external examinations.

Person Specification:**Essential:**

- Experience in invigilation or an exam-related role.
- Strong leadership, delegation, and decision-making abilities.
- Excellent attention to detail and organizational skills.
- Ability to remain calm, impartial, and authoritative.
- Excellent communication skills, both verbal and written.
- Punctuality, reliability, and a strong sense of responsibility.

Desirable:

- Knowledge of JCQ regulations or other examining body standards.
- Experience working in a school, college, or examination centre.