

THE ROLE

Exam Invigilators are required to work with the Examinations Officer to ensure that exam papers are processed and regulations adhered to in relation to examinations. Examinations at St Albans High School for Girls are administered by the Exams Officer with a team of approximately 10 invigilators who work on a 'casual' basis during exam periods. The key examination period is May and June and Invigilators are expected to commit to being available throughout this time.

Hours will be variable, on a casual basis and adjusted to suit individuals with the majority of work being offered in May and June each year and during mock examinations for two weeks in January. Working hours can be either, all day, or just mornings or afternoons. Morning sessions will begin at 8.30am and afternoon sessions will finish at 4.30pm (occasionally later).

No specific experience is necessary but an ability to work with young people and a willingness to undergo a short period of training will be required, you will need to be available for training in March 2026.

The rate of pay is £12.45 per hour plus £1.51 per hour holiday pay.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

RESPONSIBILITIES

The role will involve working with the Examinations Officer and Deputy Examinations Officer in performing the following duties.

Main duties include:

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

Before, during and after exams

- Report to and be briefed by the exams officer 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.
- Distribute the correct question papers and exam materials to candidates.
- Instruct candidates in the conduct of their exams.
- Deal with candidate questions according to the regulations.
- Supervise and observe candidates at all times and be vigilant throughout exams.
- Deal with emergencies or irregularities effectively.
- Record/report any incidents, disruption or irregularities.
- Complete attendance registers.
- Instruct candidates in finishing their exams and collect exam scripts and exam materials.
- Dismiss candidates and check candidates' names on scripts match the details on the attendance register.
- Securely return all exam scripts and exam materials to the exams officer.

General requirements include:

- 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.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head or Examinations officer.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS AND EXPERIENCE

- Experience of undertaking tasks in a responsible and organised manner.
- Basic administrative experience.

SKILLS

- Ability to communicate effectively with both staff and pupils.
- Good organisational skills.
- Good numeracy and literacy skills.
- Basic IT skills.

PERSONAL QUALITIES

- Be flexible and readily available during main exam periods.
- Ability to work effectively and supportively as a member of the school team.
- Have effective communication skills and good interpersonal skills.
- Ability to act on own initiative, dealing with any unexpected problems that may arise.
- Ability to demonstrate a flexible approach and willingness to adapt to change.
- Ability to work well as part of a team.
- Appropriate levels of personal presentation.
- Be reliable and punctual.
- Be able to follow instructions.
- Be able to keep calm and maintain an air of authority.
- Ability to maintain confidentiality on all school issues.
- Be confident and have a reassuring presence for candidates in exam rooms.
- Be able to give instructions and manage situations involving different groups of people.

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- Contribute positively to the overall ethos, objectives and aims of the School.

HEALTH AND SAFETY

- Support Health and Safety training initiatives and to actively participate in this area.