



# **Exam Invigilator**

  

## **Job Description & Person Specification**

**May 2026**

## Welcome!

Thank you for your interest in our vacancy. Priestlands is an Academy in the New Forest with 1250 students and 165 staff.

We are looking to expand our existing team of dedicated invigilators for the 2026-2027 Academic year. The role is an integral part of our examinations team and ensures our students are looked after during this important time in their lives.

The role is based on site in Pennington and will appeal to someone who is confident, resilient and naturally comfortable in the presence of young people. No experience is required as full training will be provided, but you must be able to remain calm in all circumstances.

You would be employed on a casual basis, being paid an hourly rate which includes holiday pay. The exams take place at set times of the year, so for planning purposes, you can expect to be required during November, May and June; although there is no requirement to work all the dates. Mandatory training will take place on-site on 21 October 2026.

Priestlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Priestlands School is an equal opportunities employer and welcomes applications from all sections of the community.

References will be taken up prior to interview and you will be required to provide appropriate evidence of identity and qualifications to support other pre-employment checks which will be undertaken on the successful candidate for this role, including:

- A confidential health declaration
- An online search of your name in line with government guidance on Keeping Children Safe in Education
- A DBS application
- Your right to work in the UK

Responsible to: Headteacher  
Reports to: Lead Invigilator/Exams Officer

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Working Pattern: Variable during exam season (November, May, June)  
Hourly Rate: £14.25 per hour (includes 12.07% holiday pay)

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## Job Description

- Helping to set-up the exam hall, ensuring notices, clocks etc. are correct.
- Assisting with the supervision of pupils in formal examinations.
- Distribution and collection of examination papers.
- Patrolling the examination hall to ensure that there is no violation of examination rules and making the Lead Invigilator aware of any irregularities.
- Dealing with queries raised by pupils (candidates) which are not related to the content of the examination papers.
- Escorting pupils from the examination hall in the event of their being unwell.
- Assisting with the supervision of pupils before, between and after examinations if required.
- Fulfil any other such duties as may reasonably be allocated by the Headteacher within the purview of the post.

## General

- Collaborate and work with colleagues and other professionals within and beyond school.
- Communicate effectively with other staff members and students, and parents/carers as necessary.
- Attend and contribute to meetings as required.
- Attend training sessions as required.
- To act in accordance with the School's policies, including the requirements of Keeping Children Safe in Education (KCSIE), the school's child protection policy, and GDPR among others.
- To carry out any other duties commensurate with the level of the post.

**This job description sets out the main duties and responsibility of the post and each individual task may not be identified. The post holder will be expected to undertake other such duties as required. It will be reviewed regularly and may be subject to modification or amendment following discussion.**

## Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	A good standard of general education.	Education to GCSE level, including English and Maths at Grade C or above.
Experience		Relevant work experience in a similar environment
Qualities, skills, knowledge and abilities.	<p>Good literacy and numeracy skills.</p> <p>Good communication and interpersonal skills; able to clarify and explain instructions clearly to students on occasion.</p> <p>Confident in working with young people and enjoy a good rapport with them.</p> <p>Able to work as part of a team, with a willingness to learn; a 'can do' approach.</p> <p>Flexible; able to adapt quickly and effectively to changing circumstances or situations.</p> <p>Able to work calmly and with patience at all times.</p> <p>Firm, sensitive and effective approach towards student discipline.</p>	
References	Supportive.	