



EXAM INVIGILATOR CANDIDATE PACK



Central Region
Schools Trust

Founded by the RSA



Waseley Hills
High School



Advert

Exam Invigilator

Contract: Casual

Hours: By negotiation and agreement during main exam periods

Salary: £12.85 per hour

Start: September 2026

Waseley Hills High school is looking to appoint reliable exam invigilators to join our experienced and supportive team.

Main duties include:

- To conduct examinations in accordance with the awarding body and Waseley Hills regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process
- For full details please see job description

An ideal candidate will:

- be 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 students in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)

If this sounds like you, please complete the application form by 11.59pm Sunday 14th June with interviews to be held the end of June.

CRST are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to completion of an Enhanced DBS and an online search will be carried out on shortlisted candidates. All successful candidates are required to provide their birth certificate and evidence of any name changes.



Job Description

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

Main duties

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

Before 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
- 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 exams officer



Other tasks

- Undertake training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, 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'




The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and students.




Person Specification

We are seeking to appoint someone who is able to demonstrate the following qualities and experience. Please note that if you are shortlisted any relevant issues arising from your references and online search will be taken up at interview.

Criteria	Essential	Desirable	Method of Assessment
 <p>Education and qualifications</p>	<ul style="list-style-type: none"> • Attainment of GCSE qualifications or equivalent. • Willingness to undertake the Exams Office online training. 		Application form, references and interview.
 <p>Skills and Abilities</p>	<ul style="list-style-type: none"> • Able to demonstrate ability to read and follow instructions. • Experience in basic administration. 		Application form, references and interview.
 <p>Experience</p>	<ul style="list-style-type: none"> • Able to demonstrate ability to read and follow instructions. • Experience in basic administration. 	<ul style="list-style-type: none"> • Experience of working within a school or educational environment. • Experience in invigilating or supervising examinations. • Experience of working with young people. 	Application form, references and interview.



 <p>Personal Qualities</p>	<ul style="list-style-type: none"> • Commitment to the safeguarding of all students. • Willingness to work flexibly, within the demands of the role. • Ability to listen and communicate effectively with students during exam conditions. • A good team player. • Reliable and punctual. 		<p>Application form, references and interview.</p>
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Central Region Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

As part of our stringent recruitment process, all applicants undergo thorough child protection screening, encompassing checks with previous employers and an enhanced DBS disclosure, in strict alignment with the 'Keeping Children Safe in Education' guidelines, which also includes an online search for all shortlisted candidates. At Central Region Schools Trust, we stand as proud advocates for diversity and inclusivity across all our schools, serving as an equal-opportunities employer and we encourage applications from individuals of all backgrounds and communities.

Need more advice?
Please see our website
www.waseleyhillsschool.org.uk



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