

## Examination IT Support Assistant & Invigilator (JCQ / GCSE / A-Level)

### Alcester Grammar School

#### Term Time Only Role

**Casual Hours Contract- flexible hours as required by the School**

Given the nature of the examinations schedule, this position is not guaranteed hours, which means you will be working on a casual basis, being hourly paid on a zero hours contract. Hours will be spread across the school year but worked within examination periods. A degree of flexibility on the part of the postholder is therefore essential. Hours will be pre-arranged in advance.

**Role Salary: AGS B:04 currently £13.05 plus 12.07% holiday pay = £14.62 per hour. Plus Local Government Pension Scheme, optional.**



# Welcome from the Principal

Thank you for showing an interest in working at Alcester Grammar School. AGS is truly a special, unique and outstanding institution that offers a **rich, ambitious curriculum** and a **broad all-round education**, supported by **outstanding pastoral care**. We are looking to appoint a **Examination IT Support Assistant & Invigilator** who can both convey real enthusiasm and contribute fully to the [school's wider aims and vision](#). I very much hope that this booklet, in conjunction with our [website](#), will help you to understand both the specific advertised role and the school more widely.

At AGS we know and understand that our staff are key to our success. As Principal, I promise every member of staff appointed to AGS every support I can offer. If you would like to talk through the post prior to application, then please don't hesitate to contact me at [r.thorpe@alcesterags.com](mailto:r.thorpe@alcesterags.com). Tours of the school can also be arranged - we would be delighted to show you around.

Thank you again for your interest in the post – please don't hesitate to get in touch



Rachel Thorpe - Principal



'Alcester Grammar School is a thriving and happy place' (Ofsted 2022)



# Why work at AGS?

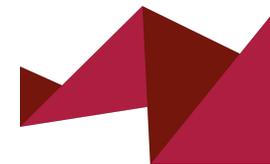
Why do AGS staff generally stay so long and describe the school as the best that they have ever worked in?

- At AGS teachers have the **freedom to teach**. Students have a thirst for learning, they are highly motivated and engaged. Teaching at AGS is **fun and rewarding**.
- A culture of **professional autonomy** and a supportive staff - you join a real '**AGS Family**'.
- We recognise that our staff (like our students) have other commitments away from school and are entitled to a **healthy work-life balance** and we support our staff with family or other commitments wherever possible.
- **High quality bespoke CPD** is provided for all staff - we are committed to supporting professional development.
- We are located in a highly convenient location in South Warwickshire, just over half an hour's drive from Birmingham and easily commutable from Worcester, Stratford, Coventry, Warwick or Cheltenham. It is a **beautiful part of the country** with superb amenities and eminently affordable housing. Anybody joining us is likely to see not just a significant increase in the quality of their professional life, but a commensurate increase in the quality of life outside of school.
- **Free onsite parking, onsite gym and multi-faith prayer room**



**'The new Principal and Senior Team provide exceptional leadership'  
(Ofsted 2022)**

# Job Description



## Examination IT Support Assistant & Invigilator

### Responsible to: Exams Officer

You **must** be available to work during the main examination times, **mostly** during November, January, February, March, May and June, with extra days possible at other times of the year as required.

It is **essential** that you commit to your availability.

You will need to be flexible, reliable and able to understand and follow instructions.

### Purpose of the IT Support Assistant part of the Role:

To provide dedicated IT and technical support for internal and external examinations in accordance with **JCQ regulations**, ensuring all examination related IT equipment, software, and access arrangements are correctly set up, secure, and fully operational.

### Key Responsibilities:

#### Pre-Examination Support

- Set up, configure, and test IT equipment used for examinations, including desktops, laptops, tablets, printers, headphones, and specialist input devices.
- Prepare examination rooms in line with **JCQ Instructions for Conducting Examinations (ICE)**.
- Ensure secure candidate logins and correct configuration of examination software and secure browsers is available at the start of each exam
- Check and test correct exams software including word processing and approved assistive technologies is ready and working
- Support approved **access arrangements** (e.g. extra time, readers, scribes, word processors, screen readers, speech-to-text software).
- Check that unauthorised exam applications, internet access, and notifications are not accessible in line with JCQ requirements.
- Conduct pre-exam checks to ensure devices are fully charged, printers are stocked, and backups are available.
- Ensure listening (languages) and music materials for internal/external exams are downloaded.
- Work with the exams team to download materials needed for Claro during internal/external exams.
- Ensure enough laptops, memory sticks, headphones and speakers are available.

# Job Description



## Support During Examinations

- Be available on-site during examinations to respond promptly and discreetly to technical issues.
- Troubleshoot hardware, software, and printing issues with minimal disruption to candidates.
- Maintain examination security and confidentiality at all time.
- Work closely with the **Exams Officer, invigilators, SEN Staff, and IT department.**
- Record and report any technical incidents or irregularities in line with **JCQ malpractice and incident procedures.**

## Post-Examination Tasks

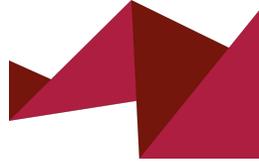
- Securely shut down, reset, and store examination equipment.
- Remove candidate data and exam materials in compliance with **data protection (UK GDPR)** and JCQ guidance.
- Prepare equipment for subsequent examination sessions.
- Provide feedback to the Exams Officer on technical issues or improvements.
- Assist the exams team with printing pupil work at the end of each exam, saving a copy of the pupils work and clearing the memory stick.

## Skills and Experience Required:

- Confident setting up laptops, printers and related equipment
- Calm and professional approach to troubleshooting technical issues in an exam environment
- High level of confidentiality, reliability and attention to detail
- Previous experience of supporting school examinations
- Familiarity with **JCQ Exam Regulations**
- Experience with assistive software (e.g. CLARO, speech-to-text or screen readers)

**You will in addition be required to invigilate a range of school and external examinations as detailed on the next page.**

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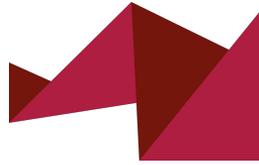


## **Invigilator Duties and Responsibilities:**

- To arrive at to arrive at your designated exam room to act as a roving invigilator once the IT is all set up and running.
- To ensure that the nominated examination room is set out suitably to receive the expected number of examination candidates.
- To ensure that notices to candidates and any other regulations are suitably displayed within and outside the examination room.
- To ensure that only candidates officially entered for the examination are permitted entry and that attendance registers are accurately and legibly completed.
- To ensure that all candidates are supplied with the requisite examination question paper(s) and materials.
- To be familiar with awarding body and school regulations for the conduct of the examination.
- To ensure the candidates comply with any awarding body and school regulations at all times and to formally and promptly report any breach of those regulations to the Exams Officer.
- To maintain the security of examination papers and/or candidate scripts before, during and following the examination.
- To ensure pupils who have access arrangements that these are carried out correctly.
- To supervise candidates if they need to leave the room for any reason, including evacuation.
- To deliver completed candidate scripts and exam materials as requested to the Exams Office.
- To comply with all directions issued by the Exams Officer/Lead Invigilator.
- To be vigilant, but not intrusive, throughout the period of the examination.
- To act in a professional manner at all times.
- To attend and complete all training sessions as required by JCQ for this role.
- To undertake such other duties as may be reasonably required commensurate with the grade of the post.
- To be familiar with the JCQ instructions for the conduct of exam

'They (pupils) love coming to School' (Ofsted 2022)

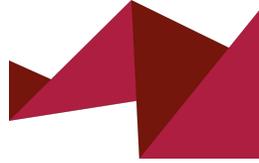
# Typical Examination timeline and exam related activities for an academic year



September	Administering the 11 +	March	
October	University Entrance Tests Mock exams	April	Junior Maths Challenge External exams begin Year 10 internal mock exams
November	Senior Maths Challenge GCSE Maths and English exams resits Mock exams	May	External exams Internal Y12 exams Lower school exams Year 10 internal mock exams
December	Mock exams	June	External exams Lower school exams
January	Mock exams	July	
February	Mock exams	August	

'Lessons are highly challenging, and students rise to that challenge exceedingly well' (Ofsted 2022)

# How to apply...

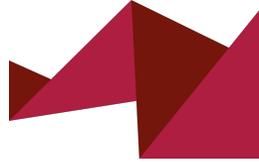


- Please click [here](#) to apply via the link on the AGS website
- **Applications close at 8am on Friday 13th March 2026**
- Thank you for your interest in the role. If you would like to talk through the role prior to application, then please do not hesitate to contact Helen Silcox, Exams Officer at [exams@alcestergs.com](mailto:exams@alcestergs.com)



'Alcester Grammar School is a thriving and happy place' (Ofsted 2022)

# Safeguarding and Equal Opportunities



## Safeguarding

Alcester Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.



## Equal Opportunities

Alcester Grammar School is committed to developing a culture of inclusion in our school for the benefit of all staff, pupils and governors. We believe that all staff should thrive irrespective of race, religious beliefs, disability, gender, gender identity, and sexual orientation. We recognise and respect values and difference and we work to remove any barriers which inhibit the development of people, including recruitment and retention.

'Pupils feel safe here' (Ofsted 2022)



Should you have any questions or queries regarding this position, please do not hesitate to contact:

Mrs Karen Andrews- HR Manager

[k.andrews@alcestergs.com](mailto:k.andrews@alcestergs.com)

01789 762494

**ags** Alcester  
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School