



Job Description

Examination Invigilator

£12.96 per Hour

The post holder will report to the Academy Exams Officer.

Apart from other colleagues in the school, the main contacts of the job are: Exams Officer and the exams team.

Main Purpose of the Job:

To support the exams team in ensuring the smooth and secure running of internal and external examinations in accordance with examination board and JCQ regulations. Invigilators help maintain the integrity of the examination process and provide an environment that enables students to perform at their best.

Exams take place at various times throughout the academic year, with the main season running from early May to the end of June. This is a seasonal, ad-hoc role with no guaranteed hours.

Main Duties and Responsibilities:

1. Ensure the security of examination materials at all times.
2. Prepare and set up examination venues as required.
3. Check and distribute examination papers and materials.
4. Assist students before and during exams, ensuring they understand the rules and procedures.
5. Supervise students throughout the examination period, maintaining a calm and controlled environment.
6. Collect and return completed examination scripts and materials securely.
7. Address any queries or issues that arise during the examination in line with regulations.
8. Follow all school safeguarding and health and safety procedures.
9. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
10. To undertake personal development to improve own practice and contribute to training of colleagues as needed.

11. Willingness to undertake first aid training as appropriate.
12. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
13. To undertake any other duties that are commensurate with the grade as requested by the Headteacher.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS and other pre-employment checks.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Person Specification

Examination Invigilator

For this job we are looking for:

Commitment to maintaining exam integrity.

Ability to work independently and as part of a team.

Good communication and interpersonal skills.

Ability to follow instructions accurately.

Good availability during exam periods.

Previous experience in the education sector is desired but not essential as full training will be provided.

Willingness to abide by the Trust's various policies.

Personal Style and Behaviour

Reliable, punctual, and flexible.

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

Personal commitment to the school's professional standards, including dress code, at all times.

This post is subject to the applicant having successfully completed an enhanced disclosure to a DBS (Disclosure and Barring Service) check.