

# Job Description

## EXAM INVIGILATOR

### JANUARY 2026

**Salary:** £14.18 per hour

**Responsible to:** Exams Officer (Administrator)

**Contract Type:** Casual contract during exam periods

#### Core Purpose:

To work as part of the Examinations Invigilators team throughout the academic year, on a casual basis. The main exam season runs from Easter to July, with internal mock exams running from January.

#### Main Duties and Responsibilities:

- To ensure exams are taken in a comfortable environment.
- To support candidates: helping them find their seats, to understand how to comply with regulations and to answer any questions.
- To give the invigilator announcements before exams start, either by using a microphone or projecting your voice.
- To monitor students' attendance and behaviour in the examination room carefully and to ensure compliance with procedures and regulations is followed.
- To complete Invigilator incidents forms and relay any incidents that occur during the exam session back to the Exams Team.
- In the event of a student illness or emergency, to contact a first aider or to raise the alarm to the Exams team by radio.
- In an emergency, to work with colleagues to organise candidates' the exit of candidates from the venue quickly and safely.
- To give evaluative feedback on colleagues and procedures requested.
- Check in at the Exams office during designated times to collect examination papers and associated paperwork
- Set out exam papers on the correct desks; in larger rooms, several different exams may take place.
- Organise the admission of students to the room, at the correct time and to the correct desks, in a coherent manner.
- Check candidates' dictionaries and calculators.
- Escort students to comfort breaks under exam conditions.
- Compile accurate attendance/absentee records and to complete the administrative processes and paperwork as directed by the Exams team and/or invigilator team leader.
- Deliver the examination papers back to the Exams office immediately and securely at the end of an examination.
- Able to invigilate consecutive examinations, assuming at least a 30-minute break is provided.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Head. All members of staff are expected to:

- Have proper and professional regard for the ethos, policies, and practices of the school.
- Have regard for the need to safeguard pupils' wellbeing and health & safety by following relevant statutory guidance, along with school policies and completing mandatory training on an annual basis.
- Demonstrate positive attitudes, values and behaviours.
- Demonstrate and maintain high levels of professionalism