AVANTI SCHOOLS TRUST

Job Description

Post Title	**Exam Invigilator**
School / Organisation	Avanti House Secondary School
Location	Stanmore
Grade	£12.71 - £13.50 per hour
Contract Type	Casual, 0 hours, Term Time Only
Reports to	Examinations, UCAS and Post-16 Careers Lead
Preferred Start Date	January 2027

MAIN PURPOSES OF THE JOB

- Ensure that the examination papers have been given out correctly and work with the Examination Officer to ensure that all materials, resources, equipment are available in the examination room.
- Ensure that a register of candidates attending and a seating plan are completed for all sessions.
- To patrol the examination room to ensure that candidates do not speak or cheat and conduct themselves in an appropriate manner.
- To assist setting-up examination venues by laying out stationery, equipment, and examination papers in accordance with strict procedures.
- To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.

RESPONSIBILITIES OF THE JOB

Responsibilities and Roles

- To offer advice and guidance to unregistered candidates without allocated seats.
- To deal with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- To check attendance during examinations.
- To record details of late arrivals and early leavers and collecting scripts from early leavers.
- To escort candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- To collect and collate scripts at the end of the examination in accordance with strict procedures.
- To assist with the preparation of script envelopes.
- To supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- To assist Examinations Officer with other examination processes as and when required.
- To assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
- To assist with collection of mobile phones and other items which are not allowed in the exam hall as per the JCQ rules.
- To deliver scripts to departmental and School offices.

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PERSON SPECIFICATION			
Criteria		**Requirement**	
		Essential	*Desirable*
1	Experience of working or studying in a higher education environment	X	
2	An understanding of examination processes	X	
3	Numeracy	X	
4	Accuracy and attention to detail	X	
5	Flexible approach to work	X	
6	Ability to relate to academic staff and students	X	
7	Ability to work under pressure and to tight deadlines	X	
8	Ability to communicate clearly and concisely both orally and in writing.	X	
9	Ability to work well as part of a team.	X	
10	Punctuality	X	
11	To support with student access arrangements (where needed)	X	
12	Normal working hours will be between 7.30am and 5pm. It may be necessary to work out of normal working hours.	X	
13	Commitment to the safeguarding and welfare of children and young people	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.
For further information - Child Protection and Safeguarding Policy 2026-2027