



# Job Description & Person Specification

## Exam Invigilator

<b>Job Title:</b>	Exam Invigilator
<b>Scale:</b>	Fixed Point 6
<b>Responsible to:</b>	Exams Administration Assistant / Examination Officer
<b>Responsible for:</b>	n/a

<b>Job Purpose:</b>	<p>To implement examination procedures and ensure the proper conduct of examination candidates in order to:</p> <ul style="list-style-type: none"> <li>• Ensure all candidates have an equal opportunity to demonstrate their abilities.</li> <li>• Ensure the security of the examination before, during and after the examination.</li> <li>• Prevent possible candidate malpractice.</li> <li>• Prevent possible administrative failures.</li> </ul>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Ensure examination room is set up as per the JCQ requirements.</li> <li>• Ensure students enter the examination room in silence and once seated, collect in any prohibited items such as mobile phones, watches or any other electronic equipment or unauthorised materials.</li> <li>• Hand out appropriate question papers to candidates.</li> <li>• Read out examination instructions.</li> <li>• Record examination start and finish times.</li> <li>• Instruct candidates to begin examinations.</li> <li>• Complete attendance registers and seating plans as required.</li> <li>• Ensure silence in the examination room and avoid disruption.</li> <li>• Ensure that all candidates comply with any instructions.</li> <li>• Walk around the examination room, ensuring no candidate has unauthorised items.</li> <li>• Ensure candidates are as relaxed and calm as possible whilst adhering to rules and regulations.</li> <li>• Ensure that candidates do not converse, signal, or otherwise communicate with each other or other persons. Record any incidents and report these to the lead invigilator, exams officer or other appropriate person.</li> <li>• When necessary, escort candidates to the toilet.</li> <li>• At the end of the examination, collect candidates' papers in accordance with instructions.</li> <li>• Collect in candidate exam cards and any other items such as stationery, data sheets etc.</li> <li>• Instruct candidates when they are permitted to leave the examination room and ensure their proper conduct in so doing.</li> <li>• Supervisor and maintain exam conditions in alternate venues to include outside areas when required.</li> <li>• On occasions assistance may be required with Access Arrangement students who require support in exams. This may be reading the examination paper</li> </ul>



	<p>and/or scribing for students with ineligible handwriting. These duties usually include extra time in the exam.</p> <ul style="list-style-type: none"> <li>• Supervise students in examination clashes.</li> <li>• To assist when requested with the filing of candidate exam cards.</li> <li>• Attend all training/feedback sessions.</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li> <li>• Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy.</li> <li>• Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.</li> </ul>

## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>• Basic level of education</li> <li>• Understand and implement the school's behaviour management policy</li> <li>• Understand and support the differences in children and adults and respond appropriately</li> <li>• Understand and implement child protection procedures</li> <li>• First Aid Qualification</li> </ul>	E E E D
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Experience of general clerical work</li> <li>• General understanding of the operation of a school</li> <li>• Basic understanding of the learning experience provided by the school</li> <li>• Basic understanding of the way in which children develop</li> <li>• Understand the role of others working in the school</li> <li>• Understand the importance of physical and emotional wellbeing</li> <li>• Basic understanding of Health &amp; Safety</li> <li>• Understand procedures and legislation relating to confidentiality</li> </ul>	D D E D D D E
Skills and attributes	<ul style="list-style-type: none"> <li>• Good reading and writing skills</li> <li>• Ability to count and undertake basic calculations</li> <li>• Ability to use photocopier</li> <li>• Ability to use word processor</li> <li>• Basic knowledge in IT</li> <li>• Ability to complete basic forms</li> <li>• Ability to exchange routine verbal information clearly with children and adults</li> <li>• Ability to consult effectively with pupils and colleagues</li> </ul>	E E E E E E E
Personal qualities	<ul style="list-style-type: none"> <li>• Seek support to overcome communication barriers with children and adults</li> <li>• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</li> <li>• Ability to work effectively with other adults in the school</li> <li>• Ability to provide timely and accurate information</li> </ul>	D E E E



	<ul style="list-style-type: none"><li>• Good organisational skills</li><li>• Ability to manage own time effectively</li><li>• Ability to follow instructions</li><li>• Demonstrate a commitment to equality</li><li>• Be prepared to develop and learn in the role</li></ul>	E E E E
Other	<ul style="list-style-type: none"><li>• Committed to equality and diversity.</li><li>• Commitment to own continuous personal and professional development.</li><li>• Committed to our Health and Safety policies and procedures.</li><li>• Compliance to Data Protection Act 2018 and GDPR principles/ requirements.</li><li>• Committed to safeguarding and promoting the welfare of children and young people.</li></ul>	E E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated April 2025.