



JOB DESCRIPTION: CASUAL EXAMINATION INVIGILATOR

Grade: Scale 3 Spine Point: 5 (£16.55/hr)

EFFECTIVE: March 2026

The role of an invigilator is to ensure the fair and proper conduct of exams in an environment that enables a student to perform at their best. An invigilator is required to ensure that exams are carried out in accordance with the rules set out by the examination boards and St John Bosco College. They must thrive working as a part of a team and be punctual for duty and reliable. Responsible to the Examinations Officer.

Duties and Responsibilities

Before the Examination

- Help to guide students at the start and end of each exam
- Assist with attendance registers
- Provide the correct information and material for the successful completion of the exam
- Be familiar with the document 'Guidelines to Students sitting Public Examinations'
- Ensure all candidates are correctly identified and seated correctly
- Display starting and finishing times for the exams on the boards
- Ensure candidates have correct papers
- Ensure candidates who arrive late to an exam are dealt with quickly and according to regulations
- To ensure no inappropriate items are brought into the examination hall, such as personal stereos, revision notes or other paperwork unless told otherwise

During the Examination

- Report any problems/incidents/emergencies to the Examinations Officer
- Ensure a calm environment
- Ensure correct exam procedure is being followed
- Ensure that the conduct of the exam takes place within the guidelines
- Remain vigilant to malpractice and refer suspected malpractice to the Examinations Officer
- Deal with any disturbances to the exam
- Distribute additional equipment as required
- Deal with candidate queries
- Ensure students are supervised throughout the exam

End of the Examination

- Ensure scripts are collected, collated as per instructions and delivered to the Examinations Officer
- Ensure exam conditions are maintained whilst dismissing candidates from their exam
- Give a report in the event of any discrepancy or irregularity in the progress of an examination

Exam Support

- Supervise students between exams due to exam clashes
- Where appropriate act as a scribe or reader

Other Duties

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2024 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the requirement as set out in Keeping Children Safe in Education
- To ensure that the Designated Person for Safeguarding is made aware and kept fully informed of any concerns that arise in relation to safeguarding and/or child protection
- Actively promoting Equality and Diversity throughout the school
- Handle sensitive information with the highest level of discretion and maintain confidentiality at all times. Ensure data is kept in line with legal rights
- Flexibility to work occasional hours, outside of the regular school day, as needed

General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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Outline of Key Abilities

You are asked to focus upon demonstrating the extent to which you meet each of the selection criteria when writing your personal statement which you will find under Section 6 of the application form. Please read the candidate guidance under that section

Key:

E – Essential D – Desirable A – Application Form I – Interview/Selection Process

| Qualifications and Experience | | E | D | A | I |
|-------------------------------|--|---|---|---|---|
| 1 | Experience of busy work/school environment | | ✓ | ✓ | ✓ |
| 2 | Experience of an examination environment | | ✓ | ✓ | ✓ |
| 3 | Experience of dealing with confidential papers | | ✓ | ✓ | ✓ |

| Skills and Abilities | | E | D | A | I |
|----------------------|--|---|---|---|---|
| 4 | Excellent organisational skills with an eye for detail | ✓ | | ✓ | ✓ |
| 5 | Effective oral and written communication skills | ✓ | | ✓ | ✓ |
| 6 | Ability to work on own initiative and problem-solve | ✓ | | | ✓ |
| 7 | Ability to communicate with candidates and members of staff clearly and accurately | ✓ | | | ✓ |
| 8 | Ability to work calmly under pressure and during unexpected circumstances | ✓ | | | ✓ |
| 9 | Ability to work as part of a team or individually as necessary | ✓ | | ✓ | ✓ |

| Personal Qualities | | E | D | A | I |
|--------------------|--|---|---|---|---|
| 10 | Commitment to supporting the distinctive nature of a Catholic school | ✓ | | ✓ | ✓ |
| 11 | A flexible approach to work | ✓ | | ✓ | ✓ |
| 12 | Reliable and punctual | ✓ | | ✓ | ✓ |
| 13 | Willing to undertake training and develop skills | ✓ | | | ✓ |
| 14 | Commitment to safeguarding and protecting the welfare of children | ✓ | | ✓ | ✓ |

