

# Job Description

## Exam Invigilator

Cidari Multi Academy Trust  
South Shore Academy  
Salary: £12.95 per hour  
Reporting to: Exams Officer  
Deployed by: Exams Officer

|                 |                             |                  |                             |
|-----------------|-----------------------------|------------------|-----------------------------|
| Prepared by:    | Louise Gregson              | Approved by:     | Matt McIver                 |
| Prepared on:    | 8 <sup>th</sup> April 2025  | Approved on:     | 25 <sup>th</sup> April 2025 |
| Reviewed by HR: | Laura Wright-Dixon          | Permitted use:   | South Shore Academy         |
| Reviewed on:    | 21 <sup>st</sup> April 2025 | Applicable Terms | The Green Book              |

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

### A. The Core Purpose of the Exam Invigilator

The core purpose of the exam invigilator is to provide support to the examination process.

### B. Key Responsibilities

To support the Examination Officer with the day to day operation of examination venues. This may include (but is not limited to):

- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures.
- Assisting students prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Ensuring that students do not talk once inside the examination venue.
- Invigilating during examinations, dealing with queries raised by students and dealing with examination irregularities in accordance with strict procedures.
- Checking attendance during examinations.
- Escorting students from the examination venue during the examinations as required, and supervising candidates whilst outside the examination venue





- Collecting and collating exam papers at the end of the examination in accordance with exam procedures
- Assisting with the preparation of exam envelopes.
- Supervising students leaving examination venues, ensuring that students do not remove equipment or stationery from the venue without authorisation and ensuring that students leave venues in an orderly and quiet manner

## Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

- Effective communication and engagement with children, young people, parents and carers
- Child and young person development
- Safeguarding and promoting the welfare of the child
- Supporting transitions
- Multi-agency working
- Sharing information

**The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The Exam Invigilator is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.**

*This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.*