

Job Description and Person Specification

Role

Exam Invigilator

Secondary School

Grade: Fixed SCP 2

Reporting to: Registrar and Examinations Officer

Saint John Southworth Catholic Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Description

Corporate Responsibilities

- To ensure examinations run correctly and smoothly, upholding the highest standards of integrity and security in accordance with regulatory and awarding body requirements
- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to safeguarding and report any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection and Financial Regulations in line with our Scheme of Delegation
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

This is a school-based role that will involve contact with children.

Key Duties and Responsibilities

- To prepare the examination rooms and resources as directed and in line with Joint Council Qualifications (JCQ) requirements, providing the best opportunity for pupils to complete their examinations
- To distribute and collect examination papers, maintaining security of papers before, during and after the examination sessions
- To admit, register and dismiss pupils in a quiet and orderly way
- To instruct pupils on expectations for the examination and answer questions as required
- To ensure conduct is in line with regulations, observing and supervising activity in the room throughout the examination sessions
- To keep a record of any incidents and report them to the Registrar and Examinations Officer
- To ensure access arrangements are implemented for Special Educational Needs and Disability students as instructed
- To maintain accurate records using relevant systems in line with policy and procedures
- To attend and support meetings as required
- To assist with the supervision and welfare of pupils, contributing to effective behaviour management
- To contribute to the development of systems and procedures in the department

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: May 2025

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> Minimum of five GCSE (A-C/4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2 	<ul style="list-style-type: none"> Evidence of relevant CPD activities First Aid certification or willing to work towards 	<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Supporting school-based services Working with children in a relevant capacity 	<ul style="list-style-type: none"> Awareness of Multi-Academy Trusts Awareness of Catholic Academy Trusts 	<ul style="list-style-type: none"> Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> Work constructively as a part of a team to deliver excellent service Observant Excellent communication and interpersonal skills Good organisational skills Ability to work within and apply relevant policies and procedures and respond to unexpected problems Ability to relate well and work effectively with a range of children and adults 	<ul style="list-style-type: none"> Basic ICT skills within an office environment and knowledge of Microsoft Office Awareness of relevant regulations 	<ul style="list-style-type: none"> Application Interview
Character and Values	<ul style="list-style-type: none"> High commitment to safeguarding and promoting the welfare of children Excellent record of attendance and punctuality Have self-motivation and personal drive to complete tasks to the 	<ul style="list-style-type: none"> Interest in the Trust's wider role in its communities 	<ul style="list-style-type: none"> Application Interview

	<p>required timescales and quality standards</p> <ul style="list-style-type: none"> • Commitment to continuous self-development • Understand the importance of work/life balance 		
Personal Circumstances	<ul style="list-style-type: none"> • Legally entitled to work in the UK • Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010 • Flexibility to support out of hours activity on occasion 		<ul style="list-style-type: none"> • References • Interview