



Exams Invigilator Job Description

Job Role: Exams Invigilator (Zero Hours Contract)

Contract: Flexible Zero Hours Contract

Rate of Pay: £13.85 per hour

Line Managed by: Exams Officer

Purpose of Role:

To maintain the integrity and security of public and internal examinations by supervising candidates effectively and ensuring the conduct of all exams adheres strictly to the regulations set by the Joint Council for Qualifications (JCQ) and internal school procedures. This role is essential in providing a fair and calm environment for all students during their examinations.

Key Functions:

To ensure all examination sessions are conducted in accordance with strict national regulations (JCQ). To maintain a quiet, orderly, and authorised examination setting conducive to high-stakes testing. To manage the distribution and collection of confidential examination materials securely. To act as a professional and discreet representative of the school during examination periods.

Specific Responsibilities:

1. Pre-Examination Procedures

- Attend mandatory training and briefing sessions run by the Exams Officer prior to any invigilation duties.
- Assist the Exams Officer in the preparation of examination rooms, ensuring seating plans and required signage are compliant with JCQ regulations.
- Check and distribute all required examination materials, including papers, answer booklets, and authorised equipment, ensuring only permitted items are available to candidates.
- Assist with the identification and secure seating of candidates according to the official register.

2. During the Examination

- Read out the required instructions and announcements clearly and precisely to candidates at the start of the session.
- Clearly announce the start and finish times of the examination.
- Maintain constant vigilance by circulating the room frequently and discreetly, observing candidates without disturbing them.
- Deal with candidate queries and requests (e.g., for spare paper or restroom breaks) strictly according to JCQ guidelines and school procedures.
- Accurately complete all necessary administration, including recording candidate attendance, late arrivals, early departures, and any required incident logs.
- Be immediately aware of and report any suspected malpractice, irregularity, or emergency to the Exams Officer.

3. Post-Examination Procedures

- Give clear instructions for the conclusion of the examination and manage the collection of papers.
- Ensure candidates leave the examination room in silence, without disturbing other candidates or staff.
- Collect and collate all examination scripts, checking that all scripts are accounted for and placed in the correct specified order.
- Maintain the confidentiality of all exam papers and candidate information and deliver all materials securely to the Exams Officer immediately upon conclusion of the session.

General:

- To actively promote the safety and welfare of our children and young people and adhere to all safeguarding policies.
- To follow all Trust and School Policies, including the Staff Code of Conduct and Keeping Children Safe in Education (KCSIE) guidance.
- To maintain high attendance and punctuality for all shifts accepted, recognising the critical nature of examination start times.
- To exercise the highest level of discretion and professionalism when handling sensitive examination materials and candidate data.

Conditions of employment

The post is offered on a **flexible zero-hours contract**. This means that hours will be offered on an *as-and-when-required* basis to support the school's examination schedule (e.g., major exam series, mock exams, and resits). There is no guaranteed minimum number of hours of work per week or per month. The postholder will be expected to confirm availability well in advance for specific exam sessions.

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the Headteacher. The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the postholder.

All staff must participate in the school's Appraisal process.

The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.

We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.

Person Specification
Qualifications
▪ GCSES (A*-C/9-4) in English and Maths or equivalent (essential) - Previous experience as an Invigilator or in a similar supervisory role (desirable)
Knowledge, Skills and Experience
● High attention to detail, accuracy, and strong observational skills ● Proven record of excellent time management and punctuality ● Ability to read, understand, and apply complex, detailed instructions precisely ● Confident in communicating clearly and professionally with students and staff ● Ability to remain composed and authoritative when maintaining discipline in a quiet environment ● Experience in dealing with sensitive and confidential materials ● Experience of working in a school environment or with young people ● Ability to support young people in stressful situations with care and integrity
Professional Behaviours
● A strong commitment to maintaining the fairness, security, and integrity of the examination process.

- A strong understanding of safeguarding practices and a commitment to keeping children safe in education.
- High levels of honesty, reliability, and personal integrity.
- A proactive and flexible approach, willing to work varied hours during key examination periods.
- Calm and professional under pressure, with the ability to handle unexpected situations discreetly.
- Willingness to undertake a DBS check and adhere to the school's safeguarding policies.

Other

- The right to work in the UK