

JOB DESCRIPTION

EXAM INVIGILATOR

Main Purpose of Job

To assist with the invigilation of examinations and tests by ensuring students adhere to the examination code of conduct.

Main Responsibilities & Duties

The duties may include:

- Attending training sessions and briefings by the Senior Invigilators.
- Ensuring that all Exam Board regulations and school rules are strictly adhered to throughout the examination period, reporting any breaches of the regulations to the Senior Invigilator.
- Assisting the Senior Invigilator in all aspects of the running of the examinations.
- Carrying out any other duties as requested by the Senior Invigilator, Exams Officer, Business Manager or Headteacher as deemed appropriate for the role.
- Assisting individual students with appropriate access arrangements including reading and writing.

Facts and Figures

A school of approximately 1020 pupils in years 7 to 11.

Supporting Processes

Problem Solving and Creativity

- Operates within clear guidelines.
- Ability to manage large groups of young people.

Decision Making

- Makes decisions within the guidelines outlined in relation to students.

Physical Effort & Working Conditions

- Significant periods spent on their feet, with some need to move heavy bundles of paper.

Contacts & Relationships

- Contact with the Exams Officer, Senior Invigilators, teaching staff, students and Exam Boards.

Additional Information

- The post is temporary to cover the examination period and the number of hours for the post will be flexible.
- The salary will be paid at grade 14 point 6 (£13.92 per hour).
- The appointment is subject to the terms and conditions of Westfield Academy.

This job description is current as of September 2026. It is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.

