

# Nunnery Wood High School

## Job Description 2025/2026

**Post:** Internal / External Examination Invigilator

**Salary/scale:** £12.65 per hour

**Relationships:** Responsible to Examination Officer and ultimately to the Headteacher

**Purpose of the post:** To assist the Examination Officer in conducting internal and external examinations according to the 'Instructions for conducting examinations' published by the Joint Council for Qualifications.

**Duties:**

- *To arrive at the exam venue at least 15 minutes before the students are due to arrive*
- *To collect mobile telephones from candidates in exchange for a numbered ticket*
- *To assist the Lead Invigilator and Curriculum Leader to set up the exam venue*
- *To distribute exam papers and stationery*
- *To assist the Curriculum Leader in completing any attendance sheets*
- *To supervise candidates for the duration of the examination*
- *To escort candidates to and from the toilets when necessary*
- *To collect all examination papers in numerical order and any stationery items at the end of each examination*
- *To assist the Lead Invigilator with the sorting and packaging of examination papers*
- *To undertake any other reasonable tasks that may be asked of you*

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.