



Post Title	Lead Invigilator
School / Organisation	Avanti Grange Secondary School
Location	Bishop's Stortford
Grade	£14.28 per hour
Hours	By negotiation and agreement during examination periods (January, April, May, June, November and December), normally between 7:30 am and 5 pm
Contract Type	Casual
Reports to	Examinations Manager
Preferred Start Date	November 2026

MAIN PURPOSES OF THE JOB

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates... Invigilators have a key role in upholding the integrity of the external examination and assessment process.¹

Lead Invigilator must lead the team of exam invigilators in their exam room to ensure everything is undertaken according to regulations.

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- maintain the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

Invigilators are required to:

- declare whether they have invigilated previously and whether they have any current maladministration or malpractice sanctions applied to them
- confirm their availability in advance of main examination periods

Invigilators must confirm that the confidentiality and security requirements relating to the invigilation process are known, understood and will be followed at all times.

RESPONSIBILITIES OF THE JOB

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Avanti Grange Secondary School regulations, policies, procedures and requirements.

Before examinations

- Report to and be briefed by the Examinations Manager prior to each exam session
- Support the Examinations Manager in the checking and counting of exam question papers and materials
- Keep confidential exam question papers and materials secure before, during and after exams
- Lead the team of invigilators in ensuring that exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly

¹ Reference the Joint Council for Qualifications (JCQ) [Instructions for conducting examinations \(ICE\) section 12](#)



- Lead the team of invigilators to identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions according to the regulations
- Start exams

During examinations

- Supervise and observe candidates throughout the whole time examinations are in progress, giving complete attention to this duty
- Be vigilant and remain aware of incidents or emerging situations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the Examinations Manager

Other tasks

- Undertake training, update and review sessions as required
- Prior to invigilating any external examination in a new academic year, undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the Examinations Manager, for example:
 - centre supervision of examination timetable clash candidates between examination sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe, etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'



PERSON SPECIFICATION			
Criteria		Requirement	
		Essential	Desirable
1.	Reliable, flexible and readily available during main examination periods	X	
2.	Effective communication skills and good interpersonal skills	X	
3.	Accuracy and attention to detail.	X	
4.	Numeracy	X	
5.	Ability to work well as part of a team	X	
6.	Ability to follow processes and procedures, give instructions and manage situations involving groups of people	X	
7.	A confident and reassuring presence for candidates in the examination room	X	
8.	Basic IT skills including email and confidence in using online platforms	X	
9.	Prior experience as an examination invigilator		X
10.	A commitment to achieving a rigorous understanding of JCQ regulations for the conduct of examinations.	X	
11.	Punctuality	X	
12.	Ability to work under pressure and to tight deadlines	X	
13.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION
Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Further information can be found in the <i>Child Protection and Safeguarding Policy</i> on the Avanti Schools Trust website.