



# Queen Mary's Grammar School



## Job Description and Person Specification

<b>Job Title:</b>	<b>Lead Invigilator</b>
<b>Grade:</b>	<b>SCP 9 (£13.69 plus holiday pay)</b> Variable throughout the academic year (typically May–June for GCSE and A-Level exams). Morning sessions require availability from 8:00 AM, with afternoon sessions concluding at 4:30 PM

**Purpose of Job:**

Queen Mary's Grammar School is seeking a dedicated and highly organized individual to serve as a Lead Invigilator/Senior Invigilator during GCSE and A-Level examinations during Summer 2025 and at other times throughout the academic year. This role involves overseeing examination processes, ensuring a calm and secure environment, and leading a team of invigilators to uphold the integrity and fairness of all assessments. The ideal candidate will demonstrate strong leadership, excellent attention to detail, and the ability to manage and support a team effectively. The successful candidate will be available to work throughout May and June 2025, with potential for further work throughout the year, as required.

**Reporting to:** Exams Officer

**JOB DESCRIPTION:**

**The duties may include any or all of the following:**

**1. Leadership & Team Management:**

- Lead and coordinate a team of invigilators for GCSE and A-Level examinations in the summer term and at other times throughout the academic year.
- Ensure all invigilators are trained and briefed before each examination session.
- Allocate and manage tasks to invigilators during exam periods to ensure smooth operation.

**2. Exam Hall Supervision:**

- Oversee the proper conduct of examinations and ensure the examination environment is conducive to student focus.
- Maintain proper exam conduct and enforce all regulations.
- Address any issues or disruptions in accordance with established protocols.

**3. Compliance with Regulations:**

- Ensure that all procedures align with JCQ (Joint Council for Qualifications) regulations, safeguarding the integrity of the exams.
- Oversee the correct distribution and collection of exam papers and materials.

**4. Support for Students:**

- Provide a supportive and calm environment for students during their exams.
- Manage any special arrangements for students with additional needs, ensuring that the conditions meet JCQ guidelines.

**5. Paperwork & Reporting:**

- Complete all required documentation, including attendance registers and incident reports.
- Report any issues or irregularities during the exam to the Examinations Officer promptly.

**6. Preparation & Set-Up:**

- Assist with the setting up of exam rooms, ensuring all seating arrangements comply with regulations.
- Ensure that all materials, including exam papers, equipment, and stationery, are ready for use.

**7. Post-Exam Duties:**

- Assist with the collection of completed exam papers and ensure their safe transfer to the appropriate location.
- Collect completed exam scripts securely and facilitate their safe transfer.

- Reset exam rooms for subsequent sessions

### Key Attributes for Success

- **Leadership:** Ability to lead and manage a team effectively, fostering a cooperative and professional work environment.
- **Reliability and Punctuality:** Commitment to timeliness and the smooth operation of exams.
- **Attention to Detail:** Precision in following exam protocols and procedures.
- **Problem-Solving:** Ability to handle unexpected situations with confidence and professionalism.
- **Confidentiality:** Strict adherence to confidentiality regarding both student information and exam content.

Carry out any other duties as may reasonably be requested by the Headmaster or other members of the Senior Leadership Team.

### PERSON SPECIFICATION

#### PREFERRED SKILLS/ PERSONAL ATTRIBUTES or EXPERIENCE

##### Essential Criteria:

- **Experience:**
  - Previous experience working in an invigilation role, ideally within a secondary school or college environment.
  - Experience of supervising and leading teams of people in an educational or similar setting.
- **Skills & Abilities:**
  - Excellent communication and interpersonal skills.
  - Strong organizational skills with the ability to prioritize and manage multiple tasks in a high-pressure environment.
  - Keen attention to detail, particularly in following exam regulations and procedures.
  - Ability to remain calm, composed and professional under pressure.
  - Ability to handle sensitive situations with discretion and confidentiality.
  - Punctual, reliable and committed to meeting high standards.

##### Desirable Criteria:

- Experience of supervising or managing invigilators.
- Understanding of the JCQ (Joint Council for Qualifications) guidelines for exam invigilation.
- First Aid training.

*Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.*



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