



## JOB DESCRIPTION

<b>Job Title:</b> Invigilator	<b>Scale:</b> JM3, Point 3 £14.40 per hour including holiday pay
<b>School:</b> John Masfield High School	
<b>Responsible to:</b> Examinations Officer <b>Responsible for:</b> No staff responsibility <b>Functional links with:</b> Staff and pupils in school.	
<b>Main Purpose of Job:</b> <ul style="list-style-type: none"><li>▪ To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and John Masfield High School instructions</li><li>▪ To play a key role in upholding the integrity of the examination process</li><li>▪ To assist with the administration and smooth running of public and school examinations.</li></ul>	
<b>Main Duties and Responsibilities:</b> <p><i>Duties may include:</i></p> <ul style="list-style-type: none"><li>• Ensure exam rooms are set out according to the instructions</li><li>• Assist with the setting up of examination venues by laying out desk slips according to the seating plan, stationery, equipment and examination papers in accordance with procedures</li><li>• Keep confidential exam papers and materials secure before, during and after exams</li><li>• Admit candidates into exam rooms, to seat and instruct candidates in the conduct of their exams and inform them about items permitted in examination venues</li><li>• Advising candidates, at the start of the examination, of the allotted time, examination rules and any other relevant information</li><li>• Start and finish exams</li><li>• Supervise and observe candidates at all times and be vigilant throughout exams and follow strict procedures in relation to candidates who behave inappropriately</li><li>• Keep disruption in exam rooms to a minimum</li><li>• Deal with emergencies and irregularities effectively</li><li>• Record/report any incidents, disruption or irregularities</li><li>• Ensuring that candidates do not talk or attempt to distract others once inside examination venues</li><li>• Deal with queries raised by candidates during the examination and provide additional stationery if necessary</li></ul>	

- Checking attendance during examinations, including recording details of late arrivals/early leavers and collecting scripts from early leavers
- Supporting students with additional needs
- Complete attendance registers
- Collecting and collating exam scripts and exam materials at the end of the examination in accordance with strict procedures
- Dismiss candidates from the exam room
- Ensure candidates leave examination venues in an orderly and quiet manner and that they do not remove equipment or stationery
- Assisting with the preparation of script envelopes
- Assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues in school as appropriate
- Assist with the preparation of seating plans, if required
- To attend training and update sessions
- *This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder*

September 2025



## PERSON SPECIFICATION: EXAM INVIGILATOR

	<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>		
<b>Qualifications and Training</b>	Willingness to undertake appropriate training as required.	Application form Interview
<b>Skills and Abilities</b>	Ability to administer and follow strict instructions and procedures;  Ability to explain clearly examination procedures and rules to candidates;  Accuracy and attention to detail;  Observant in relation to the actions of candidates;  Ability to relate well to pupils and other staff;  Well organised;  Ability to maintain a balance between authority and reassurance to pupils.	Application form Interview References
<b>Other Factors</b>	Commitment to working with young people.  Willingness to work in support of the inclusive ethos of the school.  DBS clearance at Enhanced Level.  Normal levels of sight and hearing as required for the role	Application form Interview References

March 2025