

## Job Description

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| <b>Job Title:</b>    | <b>Invigilator</b>                                     |
| <b>Scale:</b>        | <b>£13.28 per hour plus £1.99 per hour holiday pay</b> |
| <b>Hours:</b>        | <b>Casual</b>                                          |
| <b>Reporting to:</b> | <b>Examinations Officer</b>                            |
| <b>Department:</b>   | <b>Examinations</b>                                    |

### Overview of the Role

The role of an invigilator requires excellent attention to detail, the ability to follow instructions accurately, patience and strong communication skills. Invigilators play a vital role in ensuring that examinations are conducted fairly, securely and in accordance with regulations.

The role may involve periods of standing and walking around examination rooms and therefore requires a reasonable level of general fitness.

Please refer to the Person Specification for further information to help determine whether the role of invigilator is suitable for you.

### Main Purpose of Job

To work within the team of invigilators assisting in the smooth and efficient running of the examinations department; supervising students undertaking examinations **and ensuring examinations are conducted in accordance with JCQ regulations and school policies.**

### Key areas and activities

1. To be familiar with the JCQ publication “**Instructions for Conducting Examinations (ICE)**”, and other requirements from the Examination Boards and school examination procedures.
2. To assist in the preparation of the examination rooms.
3. To assist in maintaining the security of examination materials in accordance with JCQ regulations and ensure that no examination materials leave the examination room unless authorised by the Examinations Officer.
4. To assist in admitting the candidates to the examination rooms in a quiet and orderly manner and to help them find their correct seats.
5. To assist with the distribution of question papers, ensuring each candidate has the correct papers, answer booklets and associated materials at the start of the examination as required. To issue additional paper and permitted materials, as necessary throughout the examination.
6. To ensure that all candidates are aware of any erratum notices or other special instructions relating to the papers.
7. To assist in the completion of the Attendance Registers and seating plans in accordance with JCQ regulations
8. To supervise candidates to ensure the examinations are completed in accordance with regulations.
9. To supervise candidates if they need to leave the room for any reason, including a full evacuation and subsequent supervision of candidates in an emergency.
10. To respond to candidate requests or queries as helpfully as possible, but always in adherence to the regulations.

11. To be aware of candidates with approved access arrangements and support their implementation where required (for example acting as a reader or scribe) in accordance with JCQ regulations.
12. To deal with any incidents in accordance with JCQ regulations and school policy. To record those incidents and to inform the Examinations Officer immediately.
13. To ensure the examinations are completed within the times set by the Examination Boards.
14. To assist in the collection of papers in the correct order and to collect any other materials as necessary before candidates are dismissed from the room.
15. To dismiss candidates at the end of the examination in a controlled and orderly manner, ensuring silence as other examinations may be continuing.
16. To assist in the supervision of any candidate who should not be allowed to come into contact with other candidates – usually for reasons concerned with clashes.
17. To return completed papers and all other associated items to the Examinations Office.
18. To assist in the packaging and despatch of the completed papers at the direction of the Examinations Officer.
19. To complete other tasks appropriate to the post under the direction of the Examinations Officer.
20. To provide support to students with access arrangements in the form of a scribe or a reader.

## **Health and Safety**

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils.

## **General**

Staff are entitled to:

- A clear management line and access to their immediate line manager
- Appropriate training relevant to the role
- Opportunities for professional development where appropriate

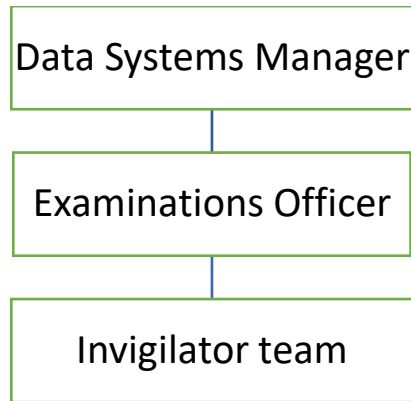
## **Requirements**

- Comply with the Data Protection Act and relevant data protection policies
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Support the school's commitment to safeguarding and promoting the welfare of children and young people.

## **Notes**

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities, and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

## SUAS Exams Office Organisation Chart Extract



# Appendix 1

## Support Staff Posts

### Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved.
- Contribute to the effective operation of support services.
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.

### Working with Pupils

- As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
- Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

# Appendix 2

## INVIGILATOR

### Terms and Conditions of Employment specific to the post

### Working Hours

Invigilators are employed on a casual basis to support examination periods that take place throughout the academic year.

The **main external examination series takes place during May and June**, which is the busiest period for the Examinations Office. Invigilators are also required to support internal mock examination periods, which usually take place during:

- November / December
- April
- July

Hours will be offered for each examination series and agreed in advance with the Examinations Officer.

Invigilators are expected to make themselves available for as many sessions as possible during the main summer examination period.

### Typical Examination Sessions

A typical external examination session begins at:

- 09:00am for morning examinations
- 1:30pm for afternoon examinations

Invigilators are normally required to arrive **up to one hour before the start of the examination** to assist with preparing examination rooms and completing pre-exam checks.

After the examination has finished, invigilators are expected to remain for **approximately 15–20 minutes** to assist with the secure collection and return of examination papers and documentation to the Examinations Office. This time forms part of the paid hours.

Occasionally examinations may extend beyond the normal school day.

Start times for internal mock examinations may vary so that they align with the school timetable.

## **Training**

All invigilators must complete appropriate training before undertaking invigilation duties.

Successful candidates will be required to attend **mandatory induction and training sessions on:**

- **Wednesday 21 October 2026** – HR induction and initial examination training with the Examinations Officer

Attendance at mandatory induction and training sessions is paid.

Training ensures invigilators are fully prepared to carry out their role and meet the requirements of Joint Council for Qualifications regulations.

Invigilators will also be expected to complete annual online training updates to maintain compliance with examination regulations.

## **Other Benefits**

- Free car parking (subject to availability)
- Access to the school's wellbeing Employee Assistance Programme

## **Remuneration**

The rate of pay for the hours worked will be £13.28 plus £1.99 holiday pay per hour. Payment, including accrued holiday pay, will be made monthly in arrears.