

Job Description

Post title:	Exam Invigilator
Reporting to:	Examinations Officer
Purpose:	To provide support and supervision of students undertaking internal assessments and external examinations during exam periods over the course of the academic year
Liaising with:	Exams Officer, SEN staff and members of the Senior Leadership Team
Disclosure level:	Enhanced

MAIN (CORE) DUTIES:

- To ensure fair and proper conduct of examination in an environment that enables a student to perform at their best.
- To comply with regulations set out by Joint Council for Qualifications (JCQ). Online and face-to-face training will be organised and any candidate must agree to complete all training, as requested, in advance of conducting any invigilation.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people.

OTHER SPECIFIC DUTIES:

- To assist with the management of students when lining up outside the exam room.
- To assist with the setting up of examination venues by laying out stationery, equipment and papers in accordance with strict JCQ procedures.
- Closely following JCQ exam procedures and regulations.
- To assist candidates by directing them to their seats and advising them about possessions permitted in examination venues.
- Collecting any watches, mobile phones/air pods, revision notes, and any other materials not authorised in the examination.
- Ensure that the candidates do not talk once inside the examination venues.
- To invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities, in accordance with JCQ procedures.
- To check student attendance during examinations, completing exam registers as requested and record details of late arrivals/early leavers.
- To escort candidates from venues during examinations, as required, and supervising candidates whilst outside examination venues.
- To escort candidates on toilet breaks ensuring that no unauthorised material is consulted and JCQ examination regulations are observed at all times.
- Informing the Examinations Officer immediately of any incident of malpractice.
- To collect and collate scripts at the end of the examination in accordance with JCQ strict procedures.
- To supervise candidates leaving the examination venues, ensuring they do not remove equipment or stationery from the venue without authorisation.
- To ensure candidates leave the venues in a quiet and orderly manner.
- To assist with the packing of examination papers, stationery and equipment prior to the examinations and delivery to and from the exam rooms, as appropriate.
- Reading or scribing with students with additional needs, if requested.
- To set up exam laptops for students who use type or use a Computer Reader, if requested
- Any other reasonable duties as commensurate with the grading of the post.

SAFEGUARDING REQUIREMENTS:

- All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the school commits to providing this training, eg. via induction, on-line, briefings at staff meetings, Inset Days, etc., as appropriate.
- All staff should familiarise themselves with 'Keeping Children Safe in Education', Part 1 and local policies and procedures, as directed by the school.
- All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with school policies and procedures at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children, they must report any concerns to the Designated Safeguarding Lead.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: October 2025

Hilbre High School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. This post is subject to a satisfactory Enhanced DBS Disclosure