

Examinations Invigilator

Start date: TBC

Job title: Examinations Invigilator

Salary: £12.14 - £14.51 per hour (depending on experience)

Contract type:

Responsible to: The Examinations Officer and Exams Coordinator

Job Purpose: To ensure that examinations are conducted in accordance with the regulations set by awarding bodies and the school's procedures, maintaining the integrity and smooth running of the examination process.

Completed application forms should be returned to: **admin@elmschools.co.uk**

Closing date: **Friday 9th October 2026**

Interviews will take place from **Monday 12th October 2026**

Visits are encouraged and welcomed. Please address the email to the admin office to arrange a visit or if you have any enquiries.

Any offer of employment will be subject to good references, an enhanced DBS, qualifications, medical, and other statutory checks being at least satisfactory.

Duties and Responsibilities

Examination Supervision

- Distribute examination materials, including question papers and answer booklets, before the start of the examination, and collect them in at the end.
- Issue instructions to candidates and ensure that all rules and regulations are adhered to.
- Notify the Examinations Officer if a candidate is absent or late for an examination.
- Supervise candidates during examinations, ensuring that silence is maintained and that all regulations set by awarding bodies are followed.
- Be vigilant at all times to prevent any malpractice.

Examination Administration

- Oversee the start and end of examinations, including giving time reminders to candidates and ensuring that those entitled to extra time receive their correct allowance and other access arrangements are in place.

- Ensure examination scripts and papers are kept in secure conditions at the end of each exam until they are passed to the Examinations Officer.

- Give the Examinations Officer every assistance to ensure that all proper procedures, as specified by the examination boards, are followed.

Compliance and Security

- Ensure all examination materials are kept secure and confidential at all times.

- Maintain the strictest confidentiality in relation to all aspects of examination procedures and candidate information.

Training and Additional Duties

- Undertake any training required for the performance of the duties.

- Carry out any other reasonable duties within the scope of the role as requested by the Examinations Officer or Exams Coordinator.

Equal Opportunities Statement

Adhere to the school's Equal Opportunities policies and ensure anti-discriminatory practice is upheld within the institution.

Commensurate Statement

Undertake any other reasonable duties commensurate with the role as determined by the Examinations Officer and the Headteacher.

Child Protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

THIS JOB DESCRIPTION IS SUBJECT TO ANNUAL REVIEW, AND ALTERATIONS MAY BE NEGOTIATED TO REFLECT THE CHANGING NEEDS OF THE SCHOOL.

Person Specification for the role of Examinations Invigilator

Criteria	Essential (E) / Desirable (D)	Evidence
		Application form/ Documentation/ Observation/ Interview
Basic level of education	E	
Experience of working in the education sector	D	

Previous experience as a School Examinations Invigilator	D	
Knowledge of child protection and safeguarding policies	D	
Ability to work well as part of a team	E	
Attention to detail and ability to work with a high level of accuracy	E	
Excellent interpersonal skills and ability to communicate effectively with pupils and staff	E	
Ability to guarantee security and confidentiality in all aspects of examination procedures	E	
Ability to maintain the strictest confidence regarding examination-related matters	E	
High level of reliability and timekeeping	E	
Confident and personable with a positive 'can-do' attitude	E	
Ability to command the respect and confidence of examination candidates	E	
Understanding of safeguarding and promoting the welfare of children	D	