

JOB DESCRIPTION

Position Title:	Examination Invigilator	Date Finalised	Sep 2026
Pay:	£13.95 per hour		
Contract Type:	Casual Contract (term time only)		
Hours:	To be agreed with Exam Lead		
Start:	Approx. 2 November 2026		
Team:	Exam Team		
Reports to:	Exam Lead / Lead Invigilator		
Job Summary/Purpose			
To provide support to the examination process.			
Primary Responsibilities			
Specific Duties: To support the Lead Invigilator/Exam Leads with the day-to-day operation of examination rooms. This activity may include: • assisting with setting-up examination rooms by laying out stationery and examination papers according to Joint Council for Qualifications (JCQ) regulations. • assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in the examination. • ensuring that candidates do not communicate once inside examination room. • invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures. • checking attendance during examinations. • recording details of late arrivals. • escorting candidates from rooms during the examinations, as required, and supervising candidates whilst outside examination rooms, when required. • collecting and collating scripts at the end of the examination in accordance with strict procedures. • assisting with the preparation of script envelopes. • supervising candidates leaving examination rooms, ensuring that candidates do not remove equipment or stationery from the room without authorisation and ensuring that candidates leave rooms in an orderly and quiet manner. To assist Examinations Officer with other examination processes. This activity may include: • assisting with the delivery of examination papers to and from exam rooms as appropriate. • reading the Announcement in the absence of Lead Invigilator. Normal working hours will generally be (will vary dependant on exam length): Morning sessions: 8.30am – 11.30am Afternoon sessions: 1pm – 3.30pm It may be necessary to work outside of normal working hours.			
Are there line management responsibilities?		No	
Other relationships within the school i.e. which parts of the school will this role work closely with?			
Staff and students			

Other examination invigilators in the team	
External Relationships i.e. which external stakeholders will this role work closely with?	
None	
Critical Skills	
An understanding of examination processes would be desirable Effective oral/written communication skills is essential	
What financial responsibility (if any) does this position have?	
None	
Experience, Qualifications, Technical Requirements, Education	Required/Preferred
Experience of working or studying in an educational environment	Preferred
Proactive worker with attention to detail	Required
Ability to relate to academic staff and students	Required
Ability to work under pressure and to tight deadlines	Required
Basic IT skills	Preferred
<i>Calthorpe Park School is committed to Safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.</i> <i>Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.</i>	