

JOB DESCRIPTION

Job Title:	Invigilator
Salary Grade:	GRADE B SCP 2 £12.65 per hour + Holiday pay
Hours:	Casual
Responsible to:	Exams Manager

Main Job Purpose

- 1) Ensure the efficient and effective conduct of examinations. Supervise candidates who are engaged in taking public examinations.
- 2) Invigilators must act strictly in accordance with the regulations set out for the conduct of examinations by the Joint Council for General Qualifications. Invigilators will also act in accordance with school or examination centre policy for the conduct of internal and external examinations.

Main Responsibilities and Duties

- 1) Check that the arrangements of the examination room remain in compliance with all applicable regulations.
- 2) Issue regulatory notices to candidates at the start of the examination.
- 3) Maintain the security of examination papers, materials and candidate scripts whilst in the Invigilator's possession.
- 4) Start, conduct and finish the examination in accordance with the regulations.
- 5) Complete the attendance register with due attention to the identification of candidates.
- 6) Supervise candidates with due vigilance during the working of the examination.
- 7) Once appropriately trained, invigilate for a small group or an individual student who may require additional support, such as a reader, scribe or prompt.
- 8) Respond to any questions from candidates about process and procedures.
- 9) Deal with any immediate problems or emergencies according to the examination centre's or school's policies or procedures and in accordance with the examination regulations.
- 10) Collect completed scripts after the examination has ended and return them to the designated place/person.
- 11) Report back as appropriate, using the agreed referral procedures, on any issues arising.

- 12) Assist with administration as requested.
- 13) Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and pupils – and take appropriate action should the need arise.
- 14) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 15) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 16) Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the school's agreed procedure.

Prepared by: Human Resources
Date: September 2025