

## JOB DESCRIPTION

### INVIGILATOR

- Responsible to:** Head Teacher  
Deputy Headteacher  
Data & Exams Manager
- Hours Required:** Examinations take place during periods from April until June each year and length of sessions can vary, although you will always need to be available for the beginning of each session and for its duration. We are looking for people who can commit to at least four sessions per week, but the sessions can vary week on week.
- Responsibilities:**
- To ensure a calm environment is maintained which will give pupils the best possible opportunity to be successful in their exams.
  - To help organise pupils at the start and end of each exam.
  - To help provide the correct information and material for successful completion of the exam.
  - To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ. (relevant documents will be supplied)
  - To be vigilant, whilst not disrupting the candidates.
  - To refer to the Examination Officer if it is suspected that malpractice is taking place.
- Main Duties:**
- To oversee pupils sitting examinations and ensure that the pupils are complying with the rules and regulations
  - To help in the collection of exam scripts which need to be collected in candidate number order, ensuring all candidate details are written on the front
  - To give a written report to the Examination Officer In the event of any discrepancy or irregularity in the progress of an examination.
- Personal Qualities**
- Good command of written and spoken English
  - Be confident and able to communicate with staff and pupils
  - Good team member and also work on own initiative

## NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by:** ..... (Postholder)

**And:** .....(Headteacher)

**Date:** .....

**Updated September 2024**

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

