



La Sainte Union Catholic Secondary School
Highgate Road, London NW5 1RP

JOB PROFILE

EXAM INVIGILATOR

PAY LEVEL: £14.80 + Holiday Pay	SECTION: Exams
REPORTS TO: Data & Exams Officer	
STAFF SUPERVISED: None	

JOB PURPOSE

To support the effective delivery of internal and external examinations by assisting with the preparation and supervision of examination sessions, ensuring that all examinations are conducted in accordance with awarding body regulations, school procedures, and examination security requirements.

MAIN DUTIES AND RESPONSIBILITIES

- Support the effective delivery of internal and external examinations in accordance with school procedures and JCQ regulations.
- Prepare examination venues, including setting out desks, equipment, signage, and examination materials.
- Admit candidates to examination rooms and ensure examination instructions are communicated clearly.
- Supervise candidates before, during, and after examinations, maintaining a calm, secure, and orderly environment.
- Distribute, collect, and securely handle examination papers, scripts, and associated materials.
- Respond appropriately to candidate queries in line with examination regulations.
- Record attendance, late arrivals, and any incidents or irregularities during examinations.
- Report breaches of examination regulations, suspected malpractice, or safeguarding concerns promptly to the Examinations Officer.
- Support candidates requiring approved access arrangements or alternative examination venues.
- Maintain the confidentiality and security of examination materials and candidate information at all times.
- Assist with the preparation and clearing of examination venues before and after examination sessions.
- Attend training, briefing sessions, and updates relevant to the role.
- Work collaboratively with the Examinations Officer, fellow invigilators, and other school staff to ensure the smooth operation of examinations.
- Undertake any other reasonable duties associated with the efficient and secure administration of examinations.

WORK ENVIRONMENT

- Post holders will work in a variety of locations across the school, including examination halls, classrooms, meeting rooms, and other designated examination venues as required.
- This is a casual role, with hours worked on an ad hoc basis according to the school's examination timetable and operational requirements. Working hours may vary and post holders will be expected to be flexible in order to support both internal and external examination periods.
- Invigilators are expected to be available during peak exam periods
 - October – November
 - March
 - May - June
- Post holders may be required to work morning, afternoon, or full-day examination sessions, depending on the examination schedule.
- Post holders are required to hold an Enhanced DBS disclosure.
- Post holders will be expected to work within strict examination regulations and adhere to timetables and deadlines as determined by the Examinations Officer.
- Training and guidance will be provided to ensure compliance with examination regulations and school procedures.
- Post holders are expected to maintain confidentiality and security in relation to examination materials, candidate information, and examination processes at all times.

- Post holders are expected to adhere to all school policies and procedures, including safeguarding, health and safety, data protection, and equality policies.

WORK CONTEXT

Communications and working relationships

- Post holders are members of the school's Examinations Team and work closely with the Examinations Officer and fellow invigilators.
- Post holders liaise professionally with students and staff to support the effective running of examinations.
- All information relating to examinations, candidates, and examination materials must be treated as strictly confidential.
- Post holders are responsible for maintaining a calm, professional, and secure examination environment.
- Post holders are expected to maintain positive working relationships and contribute to the efficient delivery of the examinations service.

Innovation (decision making and creativity)

- Exercise judgement when responding to issues arising during examination sessions, in line with examination regulations and school procedures.
- Maintain a calm, secure, and orderly examination environment.
- Identify and report any examination irregularities or concerns promptly.
- Adapt to changing examination requirements and operational needs.
- Contribute suggestions for improving examination processes and procedures where appropriate.

Resource management

None

Equal Opportunities statement

- As a member of school staff, take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the scope of responsibility of this post and the fair and equal treatment of all colleagues, students, parents/carers and visitors.
- Adhere to the school's Equal Opportunities policies and ensure anti-discriminatory practice.

Safeguarding and Child Protection

The post holders' responsibility for promoting and safeguarding the welfare of children and young people with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holders become aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the School's Designated Safeguarding Lead Officer or a member of the Leadership Team.

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection Regulations for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- To be especially aware of confidentiality expectations of specific roles such as providing support to the Finance & HR Team or with regards to the school's safeguarding and child protection responsibilities.

Commensurate statement

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to undertake any other reasonable duties not specifically identified in the job profile but commensurate with the scope, grade and responsibilities of the post as determined by the manager.

PERSON SPECIFICATION

QUALIFICATIONS

Essential:

- GCSE maths and English at grade C or above, or the equivalent.
- Good standard of education.
- Willingness to undertake training relevant to the role.

Desirable:

- Previous training in examination invigilation.
- Qualification or training relevant to working with young people.

KNOWLEDGE

Essential:

- Good standard of literacy and numeracy.
- Understanding of the importance of confidentiality and data protection.
- Awareness of the need to follow policies, procedures, and examination regulations.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Understanding of health and safety requirements within a school environment.

Desirable:

- Knowledge of JCQ regulations and examination procedures.
- Previous experience of working in a school environment.

SKILLS

Essential:

- Excellent communication and interpersonal skills.

- Ability to follow instructions and implement procedures accurately.
- Ability to remain calm, professional, and vigilant.
- Good organisational skills and attention to detail.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality at all times.
- basic ICT skills, including email and Microsoft Office applications.
- Flexible and reliable approach to work.

EXPERIENCE

Essential:

- Experience of working as part of a team.
- Experience of working in a professional environment that requires accuracy and attention to detail.

Desirable:

- Previous experience as an Examination Invigilator.
- Experience of working with children or young people.
- Experience of working in a school, college, or educational setting.
- Experience of following strict procedures and maintaining accurate records.

