



CLAYESMORE

Job Title **Examinations Invigilator**

Responsible to **Examinations Officer**

Role Overview

The primary purpose of this position is to ensure that examinations are carried out in accordance with regulations, and to provide candidates with a positive and supportive, yet strict exam experience.

Responsibilities and Duties

- To assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- To distribute and collect examination papers/scripts/materials from candidates
- To ensure that the Examination Room is conducive to examination conditions
- To supervise the entry and exit of candidates to and from the Examination Room
- To ensure that examinations begin and end on time
- To be vigilant during the examination
- To report any malpractice or problems to the Examinations Officer
- To complete general administrative duties as directed by the Examinations Officer
- To deal with emergency situations eg, student illness, fire alarm etc
- To deal sensitively with candidates who have special arrangements , assisting with reading and scribing where necessary
- To be familiar with and adhere to the Instructions for the Conduct of Examinations issued by the Joint Council for Qualifications (JCQ)
- To be available to work flexibly in ensuring that examination processes are completed at the end of each examination
- Duties include invigilation of students in a variety of locations such as the Teaching and Learning Centre (may include 1:1 invigilation), IT rooms with pupils on computers and laptops and larger groups in the main sports hall
- Be available to provide flexibility to work as the need arises and work as part of a team or as an individual

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Reliable and dependable
- Calm and patient
- Able to follow printed and verbal instructions
- Able to work independently and as part of a team

Desirable

- Previous experience of working in a similar role

Date reviewed : **October 2026**
Reviewed by : **Exams Officer / HR Manager**

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.