



The Latimer Arts College

Job Description

Role:	Exam Invigilator	Post Holder:	
Line Manager:	Exams Officer and SIMS Data Manager	Direct Reports:	None
Rate of pay:	£12.21 per hour – plus accrued holiday pay	Date:	April 2025

General Responsibilities

To provide support to the examination process.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To ensure correct exam procedures are being followed;
- Mark the examination attendance registers;
- Help to organise students at the start and end of each exam;
- Advise candidates of the conditions upon which the exam is to be taken;
- Display starting and finishing times for the exams on the boards;
- Deal with any disturbances to the exam;
- Help to implement access arrangements for candidates in need of additional support, such as extra time, as agreed with the Exams Officer;
- At the end of the exam ensure that answer booklets have been completed correctly;
- Collect exam scripts in candidate number order;
- Refer suspected malpractice to the Exams Officer or Student Services Manager and give a report of any discrepancy or irregularity in the process of an examination.



PERSON SPECIFICATION: Exam Invigilator

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
A good standard of education to GCSE Level, including English and Maths	X		Application form / verified at interview
Working with Children and Young People	Essential	Desirable	
Motivated to work with children and young people to ensure they are successful	X		Application form / reference / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		Reference / interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference / interview
Skills	Essential	Desirable	
A good standard of basic literacy and numeracy	X		Application form / interview
Ability to communicate effectively and relate well to all stakeholders	X		Application form / reference / interview
Personal Qualities	Essential	Desirable	
To be reliable and punctual	X		Application form / reference / interview
To have a polite, friendly and flexible approach to work	X		Application form / reference / interview
Ability to work as part of a team	X		Application form / reference / interview
To keep calm and maintain an air of authority	X		Reference / interview
Good sense of humour	X		Application form / interview