



**HARLESTON SANCROFT**  
ACADEMY

Headteacher: Mr Rob Connelly BSc. (Hons)  
Primary Phase: 01379 853211  
e: [primary@sancroft.stbenets.org](mailto:primary@sancroft.stbenets.org)  
Secondary Phase: 01379 852561  
e: [secondary@sancroft.stbenets.org](mailto:secondary@sancroft.stbenets.org)  
w: [sancroft.stbenets.org](http://sancroft.stbenets.org)

x: @SancroftAcademy



Diocese of Norwich  
St Benet's  
Multi Academy Trust

Job details	
Job title	Exam Invigilator
School	Harleston Sancroft Academy - Secondary Phase
Location	Harleston, Norfolk
Grade	Scale D, point 5 (£12.18 per hour)
Responsible to	Responsible to the Exams Officer and Head of Centre
Effective date	Casual contract with immediate effect. Hours of work will vary.

Role and context
<p><b>Job purpose</b></p> <p>The purpose of this role is to ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications guidelines for conducting examinations.</p>

## Main duties and responsibilities

- To supervise candidate's entry into the examination room
- To direct candidates to their designated seat
- To make sure candidates are aware that they are under examination conditions
- To open and distribute exam papers to candidates
- To start an examination and read out any erratum notices
- To complete an attendance register
- To make sure that candidates are aware of the start and finish time of the examination
- To ensure that the examination regulations laid down by the Examination Boards & Joint Council are observed
- To be vigilant, but not intrusive throughout the period of the examination
- To distribute additional paper/equipment as required
- To finish an examination
- To collect exam papers and exam scripts at the end of the examination
- To supervise the orderly exit of candidates from the examination room
- To return completed exam papers, exam scripts and exam stationary to a secure area at the end of an examination

## The Invigilator's Role

The Joint Council for Qualifications (JCQ) has an instructions document for conducting examinations. The JCQ document describes the role of an invigilator and this is listed below:

An invigilator is the person in the examination room responsible for conducting the exam. They have "a key role in upholding the integrity of the external examination/assessment process".

Invigilators should:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination beforehand, during and afterwards
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Invigilators must be familiar with the instructions outlined by the JCQ. They must give their full attention to conducting the exam properly and inform the head of the centre if they have any concerns about the exam process.

Invigilator: access arrangements

Candidates who require adult support on a one-to-one basis may need to sit their exam separately to other candidates.

The role of invigilator can be combined with the role of prompter, reader and/or scribe. Where a candidate is accommodated separately, an independent invigilator is needed if the candidate requires:

- An oral language modifier
- A practical assistant
- A reader/computer reader
- A sign language interpreter
- Scribe/speech recognition technology

## Person specification

### Qualifications

- Good literacy / numeracy skills
- Familiar with the JCQ instructions for conducting examinations would be desirable.
- Good general level of education.

### Experience

- Experience of working within a school would be desirable.
- Experience of the educational system would be desirable.
- Experience of working with young people would be desirable.

### Skills/knowledge

- Articulate, with good comprehension skills.
- The ability to work constructively as part of a team.
- Strong inter-personal skills.
- The ability to relate well to children and adults.

### Personal attributes

- Innovative with an abundance of common sense.
- Confident and authoritative.
- Organised and efficient.
- Reliable and punctual.

- Polite and friendly with a flexible approach to work.
- Calm and professional.
- Good standard of English and spoken voice.

## General information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant Trust, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person-specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved
- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for all employees and volunteers. We are a no smoking site.