



DURHAM JOHNSTON COMPREHENSIVE SCHOOL

Exam Invigilator Job Description

Name:	Vacancy	Post:	Exam Invigilator
<p>At Durham Johnston Comprehensive School everyone's first responsibility is to work towards fulfilment of the school plan. While job descriptions vary, our common commitment to the welfare and success of our young people does not. Generic and specific duties are itemised below.</p>			
Reporting to:	Examinations Officer, Senior Leadership, Headteacher		
Responsible for:	Providing an efficient and effective exam invigilation support service to the school, upholding all JCQ regulatory requirements and ensuring the integrity and security of the examination / assessment process.		
Liaising with:	Examinations Officer, Senior Leadership, Headteacher		
Working Time:	Term time only (38 weeks)	Flexible hours (depending on individuals availability)	
Contract details:	Casual		
Salary/Grade:	Grade 1 SCP 3 £12.85 per hour (plus holiday pay)		
Disclosure level	Enhanced		

Main areas of responsibility

- Responsible for the Supervision of students during examination periods including the reception and seating of students within the exam environment.
- Responsible for confidential documentation and information relating to students.
- Responsible for ensuring the security and integrity of examination papers / scripts, equipment and stationery.
- Assist with the preparation of the examination room, ensuring awarding body requirements are met.
- Ensure all scripts and examination stationery are collected and checked at the end of each examination.
- Return scripts and associated documentation and equipment to the Examinations Officer or other delegated officer.
- Promote a positive and calm working environment for all students and treat all pupils and colleagues with professional respect.
- Report any security concerns to the Examinations Officer.
- Monitor candidates throughout the duration of the exam and maintain silence.
- Responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including evacuation routes from the building.

- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- The post holder may undertake any other duties that are commensurate with the post.

This job description is current at 4th March 2026, but following consultation with you, may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title. All posts will be reviewed annually.

Signed :

Date:



Person Specification: Exam Invigilator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good literacy and numeracy skills.• Willingness to undertake training.	<ul style="list-style-type: none">• Familiarity with the JCQ code of conduct publication.
Experience	<ul style="list-style-type: none">• Experience of working in a team	<ul style="list-style-type: none">• Experience of working in a school environment.• Experience of examination procedures.
Skills	<ul style="list-style-type: none">• Able to work to tight deadlines.• Able to work calmly, methodically and accurately.• Able to understand and respect the need for discretion, sensitivity and confidentiality.• Excellent organisational skills.• Good interpersonal skills with both colleagues and students.• Excellent communication skills, both oral and written.	
Personal Attributes	<ul style="list-style-type: none">• Able to work effectively as part of a team and work alone.• Reliable, flexible, punctual and enthusiastic.• Able to respect confidential issues.• Able to adhere to policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality and equal opportunities and any other policies / legislation in relation to the post.	