



THE MOUNBATTEN SCHOOL

Role Title:	Casual Exams Invigilator
Grade:	Grade B Hourly Rate: £15.11 including holiday pay
Reports To:	Examinations Manager
Hours of work:	By negotiation and agreement during the main GCSE Summer series in May/June 2027 and the Mock Exams in January and June 2027. Ideally be available for the Core exams of English Language/Literature, Maths and Science The hours of work are split into shifts – an AM shift (starting at 8.30 am) and a PM shift (starting at 1pm)
Role Purpose: (why the role exists)	<i>Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.¹</i> To ensure that examinations are conducted according to the regulations to: • ensure all candidates have an equal opportunity to demonstrate their abilities • ensure the security of the examination materials before, during and after the examination • prevent possible candidate malpractice • prevent possible administrative failures

GENERAL STATEMENT

To represent The Mountbatten School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for school employees. Attendance at training courses may be required as part of professional updating.

ROLE REQUIREMENTS

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided

¹ Reference the Joint Council for Qualifications (JCQ) [Instructions for conducting examinations \(ICE\) section 12](#)

- Invigilators are required to:
 - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
 - confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in examination rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Mountbatten School regulations and requirements.

To have a key role in upholding the integrity and security of the external examination/assessment process.

Before examinations

- Report to School Sports Hall for a briefing prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Identify candidates and seat candidates according to the required arrangements/seating plan
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions

During examinations

- Supervise and observe candidates at all times and be vigilant throughout examinations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers electronically when required
- Deal with candidate questions according to the regulations

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names and numbers are on the front page of the script
- Securely return all examination scripts, question papers and materials to the exams officer under the guidance of the Lead Invigilator

Other tasks

- Undertake training, update and review sessions as required

- Undertake relevant online invigilator training and assessment, centre-specific training/updates for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination sessions
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

DATA PROTECTION STATEMENT

All staff have a responsibility to handle personal data in accordance with UK GDPR, the Data Protection Act 2018, and the school's data protection policies. This includes processing personal data only for legitimate purposes relevant to your role, maintaining strict confidentiality of any sensitive information you encounter, ensuring information is stored securely and accessed only on a need-to-know basis, and following appropriate procedures when sharing data with colleagues, parents, or external organisations. Support staff must report any data breaches, security concerns, or requests for information immediately to the Data Protection Officer or line manager. All support staff must complete mandatory data protection training and adhere to all guidance provided to safeguard the privacy and rights of students, colleagues, and the wider school community.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Date Prepared:	07 October 2025
Prepared By:	Fiona Davies
Date Reviewed:	10 February 2026
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Date Reviewed:	08 September 2026
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