



Exam Invigilator Recruitment Information

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Exam Invigilator

May/June start

Are you looking for a rewarding, flexible, sociable role where you can make a real difference to the lives of our young people? If you are organised, reliable, have strong attention to detail and can remain calm and reassuring under pressure you would make a fantastic member of our Exam support team. Full training will be provided and you will join the exams team playing a key role in supporting our students through their GCSE and A level examination experience.

The summer exam series runs from May to the end of June. Sessions start at 8 am and 1pm and candidates should be able to commit to working a minimum of 2 days a week (or the equivalent). Working hours can be negotiated for each exam period.

Additional invigilating opportunities will be available throughout the school year for the pre-public and internal exams.

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (October 2023) inspection we were judged 'Good' in all areas.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to vacancies@emmbrook.wokingham.sch.uk to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

Closing date for applications: 9am on 12th April 2024 (although we reserve the right to interview candidates ahead of the closing date).





Exam Invigilator

Job Description

Job Title	Exam Invigilator
Primary Responsibility	To provide support to students during the examination process
Salary	£13.88 per hour

Job Purpose

To support the exams team with the day-to-day operation of examination venues.

This activity may include:

- Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- Ensuring that candidates do not talk once inside examination venues.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

Responsible to: Exams Officer / Business Manager

Liaison with: Department, the Local Advisory Body, external agencies and parents.

The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.

This job description may be subject to review, after consultation, at the request of the Headteacher.

Date of Publication March 2024





Main Duties & Responsibilities

General Accountabilities

- To assist Examinations staff with the examination processes.

This activity may include:

- Delivering scripts to departmental and School offices.
- To act as a reader/prompt for students undertaking exams.
- Comply with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school team and attend and participate in relevant meetings as required.
- To follow statutory guidance and school policies including child protection and safeguarding.
- Any other duties reasonably required by the Headteacher.



Exam Invigilator

Person Specification

Knowledge & Qualifications:	An understanding of the examinations process		✓
	Understanding of how to support pupils' learning		✓
	Good numeracy skills	✓	
	Able to use ICT tools for own and pupils' benefit	✓	
	Know a range of strategies to establish a purposeful learning environment and to promote good behaviour		✓
Skills, Abilities & Experience	Confidentiality at all times	✓	
	Ability to work within a team working environment and also able to work independently	✓	
	Good observation skills	✓	
	Excellent interpersonal skills	✓	
	Good oral/written communication skills	✓	
Personal Qualities	Calm under pressure, adaptable and energetic	✓	
	Caring and positive attitude	✓	
	Good listener and sensitive to pupils' needs	✓	
	A sense of responsibility	✓	
	Positive behaviour management	✓	
	Flexibility and use of initiative	✓	
	Sense of humour	✓	