



JOB TITLE

JOB DESCRIPTION

Job Title: EXAM INVIGILATOR

Responsible to: Responsible To Head of Learning Support

Main Purpose:

Roles and Responsibilities:

- Supervise candidates during examinations, ensuring all regulations and procedures are followed.
- Assist with the seating and organisation of pupils within the examination environment.
- Monitor pupils throughout the examination to maintain a calm, quiet, and secure environment.
- Support pupils who require a quieter or more supported environment while ensuring compliance with exam regulations.
- Liaise with the Head of Learning Support and the Examinations Officer regarding arrangements, timing adjustments, or any issues arising during the exam.
- Provide 1:1 reader support by accurately reading examination questions and materials where permitted.
- Provide scribe support by writing or typing a pupils' dictated responses exactly as spoken.
- Ensure approved access arrangements (e.g. additional time, reader, scribe) are implemented correctly.
- Maintain the security and integrity of examination papers, scripts, equipment, and stationery.
- Collect and check all scripts and materials at the end of each examination.
- Handle confidential pupil information with discretion and in accordance with school policies.
- Follow all regulations and guidance issued by awarding bodies and the Joint Council for Qualifications.
- Report any irregularities or breaches of exam regulations immediately to the Examinations Officer.
- Willing to undertake annual training

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered Charity No 1080672