

Job Description

Job Title: Exam Invigilator / Contractor

Reports to: Exams Manager

Role Purpose

To support the safe, secure and effective running of examinations in accordance with JCQ, awarding body and Centre requirements.

The role involves supervising candidates, following examination procedures and maintaining a calm and supportive examination environment.

Key Responsibilities

- Prepare examination rooms and ensure the correct papers, materials and equipment are available.
- Welcome and supervise candidates throughout examinations.
- Ensure examinations are conducted in accordance with JCQ, awarding body and Centre procedures.
- Distribute and collect examination papers and materials securely.
- Ensure candidates have the required stationery and examination materials.
- Support authorised access arrangements and candidates who need to leave the examination room, in accordance with examination regulations.
- Record attendance, late arrivals, absences and any incidents or irregularities accurately.
- Respond appropriately to candidate questions within examination regulations.
- Report any concerns, irregularities or safeguarding concerns to the Exams Manager or appropriate member of staff.
- Maintain examination security and confidentiality at all times.
- Complete required examination documentation and return examination materials securely.
- Attend required examination invigilator training and updates.

Person Specification

Requirement	Essential / Desirable
Experience of working with children or young people	Essential
Calm, patient and supportive approach	Essential
Reliable, punctual and flexible	Essential
Able to follow detailed instructions and procedures accurately	Essential
Able to maintain confidentiality and professional boundaries	Essential
Good attention to detail	Essential
Able to remain focused and vigilant throughout examinations	Essential
Basic IT and administrative skills	Essential
Experience of working in an educational or similar setting	Desirable
Previous examination invigilation experience	Desirable

Personal Qualities

- Calm, patient and supportive when working with young people.

- Reliable, punctual and professional.
- Firm but fair when supervising examinations.
- Able to remain focused and vigilant for extended periods.
- Good attention to detail.
- Able to communicate clearly and appropriately.
- Able to respond calmly to unexpected situations.
- Flexible and able to work at short notice where possible during examination periods.
- Professional, approachable and trustworthy.

Safeguarding

Red Balloon of the Air is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be expected to uphold this commitment and comply with all relevant safeguarding requirements.

Contractor and Safeguarding Requirements

As a casual contractor, the Exam Invigilator is expected to:

- Safeguard and promote the welfare of children and young people.
- Follow relevant Red Balloon policies, procedures and safeguarding requirements.
- Follow JCQ, awarding body and Centre examination regulations.
- Maintain professional boundaries and confidentiality.
- Follow health and safety requirements while working on site.
- Work cooperatively with the Exams Manager and examinations team.
- Attend required training and briefings.

The role is subject to the appropriate pre-engagement and safeguarding checks.

Review

This job description describes the main responsibilities of the role. It is not intended to be an exhaustive list and may be reasonably amended in line with the needs of the organisation and the requirements of the role.