



## Exam Invigilator

<b>Reporting to:</b>	Examinations Manager
<b>Start date:</b>	September 2025
<b>Suitable for:</b>	Experience not necessary
<b>Contract:</b>	2-3 days, Flexible days, Seasonal
<b>Salary:</b>	LBR 3, Point 5. £15.19 per hour
<b>Disclosure level:</b>	Enhanced

### About the Role

Trinity Catholic High School wishes to appoint seasonal Exam Invigilators, to join our busy team in supporting the public examinations process, GCSE and A Levels.

### About Our School

Trinity Catholic High School is large Catholic comprehensive school situated in the London Borough of Redbridge and within the Diocese of Brentwood. Ofsted have ranked us as 'outstanding' on 5 consecutive occasions and we have a reputation for excellence in all aspects of our service to the children in our school and the wider community. Our school's inspection reports can be viewed on this link: [www.tchs.org.uk/about-us/inspections](http://www.tchs.org.uk/about-us/inspections). The highest standards relating to Teaching and Learning are a feature of daily life at Trinity and these significantly and positively impact student progress and attainment. Trinity's Section 48 report (January 2020) states that "Trinity Catholic High School is good and a beacon of high-quality Catholic education. It has an excellent reputation in the local community and beyond and it is rightly seen as a flagship school for the Diocese of Brentwood". The report also emphasises that "Catholic life at Trinity Catholic High School is good and is of the highest quality" and "Every aspect of Collective Worship at the school is good".

### We are seeking a Exam Invigilator who is/has:

- ✓ Reliable, flexible, well- organized and readily available during main exam periods
- ✓ Good spoken and written English as you will not only be supervising students but will be asked on occasions to act as readers or scribes for students with Special Educational Needs
- ✓ Complete some administrative tasks
- ✓ work well as part of a team
- ✓ be confident and a reassuring presence to candidates in exam 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.)





## Your Application

The School can only accept applications made on our school application form or by using the on-line TES Apply now function. Application form from our website: [www.tchs.org.uk/about-us/employment/](http://www.tchs.org.uk/about-us/employment/)

- **Tel:** 020 8504 3419
- **Email:** [recruitment@tchs.org.uk](mailto:recruitment@tchs.org.uk)
- **Closing date for applications:** 24th June 2025
- **Interviews take place:** soon after the closing date
- **Early applications are welcome**

Trinity Catholic High School is committed to safeguarding children. Further details of this can be found on our website <https://www.tchs.org.uk/about-us/safeguarding/> Successful candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a satisfactory enhanced check with the Disclosure and Barring service (DBS).

Please note, due to high volumes of applications only shortlisted candidates will be contacted. We reserve the right to call applicants to interview prior to the closing date.





# Job Description

The invigilator is the person in the examination room responsible for conducting particular examination sessions in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process in accordance with JCQ (Joint Council for Qualifications) and Awarding Body regulations.

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods and must be available to work for the majority of days (whether AM, PM or all day) commencing May 2023 to end of June 2023
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

## Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Trinity Catholic High School regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process
- Report to and be briefed by the HR/Examinations Manager 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
- Ensure unauthorised material such as mobile phones, smart watches, internet enabled devices or revision notes are not brought in to the examination
- Ensure that any candidates with special requirements are offered such assistance as they have been granted (rest breaks, extra time, etc.)
- Admit candidates into exam rooms under formal exam conditions
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams
- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum
- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations
- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all exam scripts and exam materials to the HR/Examinations Manager

## Other tasks

- Undertake annual training, update and review sessions as required
- (prior to invigilating any exam in a new academic year) Undertake relevant online invigilator training and assessment for that academic year
- Must complete annual training session on Safeguarding to ensure the responsibilities for the safeguarding and promoting the welfare of children / young adults are adhered to
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - a. centre supervision of exam timetable clash candidates between exam sessions
  - b. facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - c. other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

