

# Job Advert

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|-----------------------|------------------------------------------------------------------|
| <b>Required:</b>      | As soon as possible                                              |
| <b>Salary:</b>        | £13.26 per hour                                                  |
| <b>Hours:</b>         | As and When Required, during exam periods                        |
| <b>Contract Type:</b> | Casual Worker Agreement                                          |
| <b>Location:</b>      | St Patrick's Catholic College, Baysdale Road, Thornaby, TS17 9DE |

We are seeking to recruit Exam Invigilators with an approachable manner and the ability to communicate with ease with staff and students.

This role is essential to the smooth running of the examination process. In addition to ensuring correct exam procedures are followed, the successful applicants will be responsible for the setting out and collecting of exam papers and materials, admitting students to the exam hall/room, and collating the exam papers to be sent off to the Exam boards. Duties may include reading and scribing for students during exams.

St Patrick's Catholic College is part of Nicholas Postgate Catholic Academy Trust, a family of 38 schools. With more than 12,300 pupils and 1,500 plus staff, the Trust is now one of the largest Catholic Multi Academy Trusts in the UK.

**The successful applicant will be required to join the DBS update service and ensure this is renewed annually.**

**Closing date: Tuesday 3rd November 2026, 9am**

**Interview date: From 6th November 2026 onwards**

For further information or if you would like to arrange a visit, please contact Wendy Kendal, Trust Business Manager at [recruitment@stpatricks.npcat.org.uk](mailto:recruitment@stpatricks.npcat.org.uk)

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Exam Invigilator

**Grade:** D SCP 5

**Responsible to:** Examinations Officer

## Job Purpose

- 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
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

## Main Responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

### Before Exams

- Report to and be briefed by the exams officer 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 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

### During Exams

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

### **After Examinations**

- 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 exams officer
- Other tasks
- Undertake 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
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
  - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

### **Safeguarding, Equality & Diversity and Health & Safety**

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

***PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.***

***THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE***

# Person Specification

| Stage                                 | Essential |                                                                                               | Desirable |                                                                           |
|---------------------------------------|-----------|-----------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------|
| <b>Qualifications &amp; Education</b> | E1        | GCSE C grade or higher (or equivalent) in English & Maths                                     |           |                                                                           |
| <b>Experience &amp; Knowledge</b>     | E2        | Experience of working with young people                                                       | D1        | Experience of working in administration                                   |
|                                       | E3        | An understanding of safeguarding and child protection                                         | D2        | Experience of working in an educational setting                           |
|                                       |           |                                                                                               | D3        | UK qualifications structure                                               |
|                                       |           |                                                                                               | D4        | Joint Council for Qualifications Examination Regulation                   |
| <b>Skills &amp; Abilities</b>         | E4        | Able to follow the school's safeguarding procedures and recognise when to report any concerns | D5        | Ability to relate to teachers, other professionals, parents and students  |
|                                       | E5        | Ability to lead an exam when necessary                                                        | D6        | Be confident and a reassuring presence to candidates in the exam room     |
|                                       | E6        | Accuracy and attention to detail                                                              | D7        | Commitment to school improvement and raising achievement for all students |
|                                       | E7        | Flexible approach to work                                                                     |           |                                                                           |
|                                       | E8        | Ability to communicate with candidates and members of staff clearly and accurately            |           |                                                                           |
|                                       | E9        | Ability to work predetermined instructions                                                    |           |                                                                           |
|                                       | E10       | Ability to use own initiative and judgement                                                   |           |                                                                           |
|                                       | E11       | Effective oral and written communication skills                                               |           |                                                                           |
|                                       | E12       | Ability to work as part of a team and also alone as necessary                                 |           |                                                                           |
|                                       | E13       | Ability to be firm but fair at all times                                                      |           |                                                                           |
|                                       | E14       | Ability to follow recognised procedures and policies                                          |           |                                                                           |
|                                       | E15       | Ability to remain positive and enthusiastic when working                                      |           |                                                                           |

|                             |     |                                                                                                           |  |  |
|-----------------------------|-----|-----------------------------------------------------------------------------------------------------------|--|--|
|                             | E16 | under pressure<br>Good organisation, time management, communication and interpersonal skills              |  |  |
|                             | E17 | Be tactful, discreet and understands confidentiality                                                      |  |  |
|                             | E18 | Must be able to stand still for long periods of time                                                      |  |  |
| <b>Personal Attributes</b>  | E19 | A professional role model who is committed to their own professional development and to developing others |  |  |
|                             | E20 | Professional appearance and demeanour                                                                     |  |  |
|                             | E21 | Able to work calmly under pressure                                                                        |  |  |
| <b>Special Requirements</b> | E22 | Have access to email to be able to receive school communications and complete relevant training activity  |  |  |
|                             | E23 | Able to work flexibly, is reliable and to attend meetings and INSET days as required                      |  |  |