



## Job Description

### EXAM INVIGILATOR

*Teach the children with all kindness and gentleness possible.'*

Marie Madeleine D'Houet (1781 – 1858)

*'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'*

FCJ Education: Our Vision and Values (2013)

**Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:**

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and the *FCJ Education: Curriculum Leadership* booklet.

**Main purpose:**

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best.

To comply with regulations set out by the Joint Council for Qualifications (JCQ).

To have a flexible approach to all areas of responsibility and to be available for meetings and other events outside of normal working hours.

Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the Child Protection Policy and Social, Emotional Aspects of Learning.

**Specific Duties:**

To support the Exams Officer with the day-to-day operation of examination venues. This activity may include:

- assisting in the management of pupils when lining up outside the exam;
- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- closely following and enforcing exam procedures and regulations;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- collecting in any mobile phones/mp3 players, revision notes and any other materials not authorised in the examination;
- ensuring that candidates do not talk once inside examination venues;
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures;
- checking attendance during examinations, (completing exam registers during external exams);
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examination as required and supervising candidates whilst outside examination venues;
- escorting candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times;
- informing the Deputy headteacher immediately of any incident of malpractice;
- collecting, collating and delivering scripts at the end of the examination in accordance with strict procedures;
- 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.
- Any other reasonable duties as commensurate with the grading of the post.

To assist the Exams Officer with other examination processes, this activity may also include:

- assisting with the packing of examination papers, stationery (sometimes heavy) and equipment prior to the examinations and the delivery to and from venues as appropriate;
- reading or scribing for pupils with additional needs.
- Ensuring that all equipment used in separate rooms is packed away as it was before the exam.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and demonstrate empathy with the aims and objectives of Bellerive FCJ Catholic College.

Bellerive FCJ Catholic College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the School to reflect or anticipate changes in the job which are commensurate with the salary and job title and will be reviewed regularly.

### ***Professional Development & Benefits***

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre.

We look for talented individuals who share our vision for creating exceptional places of learning and are committed to ensuring that every child in Bellerive has access to the best possible education.

### ***Safeguarding Notice***

Bellerive FCJ Catholic College and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment. All offers of employment are subject to an Enhanced and Barred DBS check, references, and where applicable, a prohibition from teaching check will be completed for all applicants. Before applying, please read the Notes to Applicants, within the application pack.

### ***Equal Opportunities***

Bellerive FCJ Catholic College is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

## Person Specification

Abilities, Knowledge and Skills	Essential	Assessed
<b>Qualifications &amp; Training</b>		
Minimum of Level 4 in English and Maths or equivalent	E	A
<b>Experience</b>		
Experience of Microsoft Office Applications	E	A
Previous administration experience	E	A
Experience of working with young people	D	A/I
<b>Knowledge and Understanding</b>		
Understanding of safeguarding issues and promoting the welfare of children	E	A/I
Understand the importance of confidentiality in this role	E	A/I
Ability to relate to young people but also have a quiet, calm assertive manner	E	A/I
Ability to find solutions to unexpected situations	E	A/I
Understanding of a secondary school environment	E	A/I
Previous experience working with data	D	A
<b>Skills and attributes</b>		
Ability to form and maintain appropriate professional boundaries with children.	E	I
Highly competent IT skills	E	A/I
Strong customer service skills	E	A/I
Has initiative and can work independently	E	A/I
Strong attention to detail	E	A/I
Has the ability to communicate effectively to a range of people including staff, students, and parents	E	A/I

Is able to plan, organise, prioritise and manage their time effectively	E	A/I
Clear and accurate written communication skills	E	A/I
Confident verbal communication skills	E	A/I
<b>Personal Attributes</b>		
Flexibility and adaptability.	E	A/I
Is prepared to undertake professional training necessary to carry out the role	E	A/I
Able to build positive relationships with colleagues and wider community	E	A/I
<b>Special Requirements</b>		
Ability to relate to teachers, other professionals, parents and students	E	A/I
Ability to relate to and promote the ethos of the school	E	A/I
Awareness of the Keeping Children Safe in Education safeguarding guidelines	E	A/I

**March 2026**