



Emerson Park Academy

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Head Teacher: Mr S McGuinness

EXAM INVIGILATORS

Casual / Relief basis

Pay Scale: GLWC Scale 2 point 3

Hourly Rate: £15.24 (plus holiday pay)

We are seeking to appoint Exam Invigilators to join our pool of invigilators. The successful applicants will be expected to work as part of a team, adopt a flexible approach to working patterns and be reliable. Working hours will vary and will be dependent upon the examination needs.

Invigilators oversee students in the main exam Hall as well as our smaller exam rooms. All invigilators are trained to invigilate candidates with 'access arrangements' such as 'reader', 'supervised rest breaks', 'extra time', 'word processor' etc. SEND Invigilators will undergo additional training for students who have a 'scribe'. A strong understanding of, and fluency in, the English language is essential. Scribes are required to write on behalf of students with special educational or additional needs. Strong spelling, grammar and handwriting abilities are essential.

Applicants must be comfortable with standing and walking for long periods of time. You must be observant, calm, patient and supportive and meticulous in any related administrative duties that form part of the role.

Main Responsibilities:

To support the Examinations Officer with the day-to-day delivery of examinations in multiple venues. Tasks may include:

- Assisting with setting-up examination rooms by displaying JCQ posters and signage, laying out Identification cards as per the seating plan
- Placing examination scripts on desks in accordance with script procedures as well as setting up laptops for use by students who use word processors
- Ensuring that students do not communicate once inside the exam room
- Assisting students at the start of the exam, directing them to their allocated seat
- Invigilating during the examinations, dealing with queries raised by students in accordance with strict procedures and liaising with the Lead Invigilator/Exam Officer
- Checking attendance register once all students are seated if requested by the Lead Invigilator
- Record any late arrivals and log any incidents as they happen
- Supervise candidates throughout the whole time while the examination is in progress, always giving complete attention to this duty
- Escort students from exam rooms during the examinations as required ensuring exam conditions are maintained
- Collecting and collating scripts at the end of the examinations in accordance with strict JCQ procedures
- At the end of the exam, supervise students leaving the examination room, ensuring that they continue to remain under exam conditions and do not communicate

You will undergo in-house training and at a later date, you will complete online training units with the Exams Office Association to enhance and reinforce your knowledge of exam regulations.

Emerson Park is a successful and oversubscribed 11-16 Secondary school in the London Borough of Havering. We are set in pleasant surroundings on the edge of the green belt with close proximity to both countryside and central London. We are fortunate to benefit from talented and hard-working staff, supportive parents and committed Governors and enthusiastic students. The academy has a traditional ethos and enjoys a good reputation in the area.

Applications can be submitted online by visiting <https://ats-haveringschools.jgp.co.uk/> and locating this vacancy. If you wish to discuss the position or arrange a visit to the school please contact the Head's PA, Miss Buchanan.

Closing date for applications is Wednesday 21st October 2026