



The Maelor School Ysgol Maelor

Penley
Wrexham
LL13 0LU
Tel: 01948 830291

www.maelorschool.org.uk

contact@maelorschool.org.uk

[@maelorpenley](https://twitter.com/maelorpenley)

Exam Invigilators

Required from May 2025

£13.26 per hour

We are looking to expand our pool of Exam Invigilators to work with our Exams Officer and join a friendly team in the running of all public and internal examinations at the school throughout the academic year.

We welcome applicants who are:

- highly organised,
- vigilant,
- reliable,
- have excellent attention to detail,
- and have the ability to remain calm under pressure.

Duties include supervising pupils taking public and internal examinations, supervising clash candidates in between exam sittings, preparing exam rooms, distributing and collecting exam papers in accordance with the JCQ regulations. Full training will be provided. This is a casual contract and working hours will be negotiated for each exam period throughout the year.

Application packs are available on the school website and should be returned to Ms J Davies (exams@maelorschool.org.uk), Exams Officer, at the school by 12 noon on Monday 17th February 2025.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant will be required to undertake an enhanced DBS check prior to taking up appointment.

The Maelor School welcomes applications from suitably qualified candidates regardless of race, gender, disability, sexuality, religious belief or age.

Closing date: Monday 17th February 2025

Interviews: TBC

Job Description: Exams Invigilator

POST: Exams Invigilator

PAY RATE: £13.26 per hour

RESPONSIBLE TO: Exams Officer

JOB PURPOSE:

Supervising pupils taking public and internal examinations, supervising clash candidates in between exam sittings, preparing exam rooms, distributing and collecting exam papers in accordance with the JCQ regulations.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

Main Duties

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Maelor School regulations and instructions
2. 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 exams

- 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



Job Description: Exam Invigilator

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the school's Health and Safety Policy.

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Bureau

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

