



ARCHBISHOP TENISON'S CE HIGH SCHOOL JOB PROFILE

Job Title:	Exam Invigilator
Salary:	NJC Grade 1, Scp 2 - £14.56/hour
Contract:	Ad hoc / as and when required during exam season (May – June) and internal exams in January. Invigilators would need to be available from 08.30 – 18.00
Location:	Croydon, Surrey
Start date:	January 2026
Closing Date:	Friday 21 November 2025
Interview Date:	December 2025
Reports to:	Exams Officer
SLT Link:	Mr Winter, Senior Assistant Headteacher

Role Purpose and Dimensions:

To work under the direct instruction of the Exams Officer to supervise pupils and students taking examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body. And to play a key role in upholding the integrity of the examination process.

You must be available to do any days throughout May - June 2026 and the first few weeks of January 2026.

Key External Contacts: N/A

Key Internal Contacts:

- Exams Officer
- Other invigilators
- SLT – Senior Leadership Team
- Heads of Department
- Subject Teachers
- Pupils and students

Other considerations

- To carry out any task as may be reasonably requested by the Headteacher

Responsibilities

- Sign in and out on arrival at reception
- Report directly to the Exams Officer – usually in the hall, Exams Store or Exams Office
- Ensure that personal mobile phones are put away and on silent or switched off
- Follow exam procedures – read the JCQ Exam booklet
- Ensure there are correct examination papers, quantity of papers and sufficient stationery supplies for candidates
- Ensure that all student phones, bags, coats etc. are not brought into the exam
- Allow clear stationery/pencil cases and clear water bottles only
- Ensure that no mobile phones or smart watches are taken into an exam
- Remind candidates to complete the front of the exam answer booklet
- Ensure that the security of the exam and exam room is maintained at all times
- To supervise candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To complete attendance registers accurately
- Keep an accurate record of start time and finish time for the exam records

- Ensure that if the fire alarm sounds that the correct procedure is followed and be responsible for the exam papers and candidates
- Keep track of any rest breaks or incidents within the exam room
- Collect exam scripts in candidate number order
- Scribing for students with access arrangements: one to one invigilation and the ability to read the exam papers and write the students answers clearly and accurately.
- Contact the Exams Officer if assistance is needed
- Contact the Exams Officer immediately if cheating/collusion/plagiarism is suspected.

Support for the School

Core Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.

Additional Duties

- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.

Person Specification

Job Title: Invigilator

Essential skills and abilities:

- Good numeracy/literacy skills
- Ability to communicate clearly to students and colleagues
- Good organisational skills and attention to detail
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding exam rules and your own position within these

Requirements:

- Two references
- Enhanced DBS check,
- Right to Work in the UK
- Health Check
- Online checks will be carried out

Total number of pupils - 796 pupils (Sixth Form 77)

Exam Results can be viewed via - <https://www.archten.croydon.sch.uk/academicresults>
 Archbishop Tenison's is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. Successful candidates will be required to undertake an enhanced Disclosure check by the Criminal Records Bureau; online checks will be carried out.

Application Process: Please submit your application and covering letter to Mr Parrish, Headteacher detailing your suitability for the role by Friday 21 November. Please visit the staff recruitment page via the school website <https://www.archten.croydon.sch.uk/staffrecruitment>