



Beamont Collegiate
Academy

28th October 2025

Casual Exams Invigilator

Job Description and
Person Specification



'I can, I do & I will be!'

POST OVERVIEW

Casual Exams Invigilator

Beamont Collegiate Academy is seeking reliable and responsible individuals to join our team of Casual Exam Invigilators. The role involves supporting the smooth running of public and internal examinations, ensuring that all exams are conducted in accordance with JCQ regulations and academy procedures.

The successful candidate will be required to apply for an enhanced DBS Certificate from the Disclosure & Barring Service. Details can be found on <https://www.gov.uk/disclosure-barring-service-check>.

Terms and Benefits

- 1) Salary: £13.26 per hour plus 15.04% Holiday pay
- 2) Working Hours During exam seasons
- 3) Eligible for Local Government Pension Scheme (Cheshire Pension Fund Scheme)

Applications should be returned, only using the application form provided, to recruitment@bcawarrington.org.uk by the closing date of Friday, 14th November 2025, 9am.

The Academy reserves the right to interview earlier should suitable candidates apply.

Interviews date week commencing 4th November 2025

Start Date: Immediate Start

POST DETAILS

Location:	Beamont Collegiate Academy
Job title:	Casual Exams Invigilator
Salary:	£13.26 per hour plus 15.04% Holiday pay
Hours of Work:	Casual - Working Hours During exam seasons
Reporting to:	Exams and Data Manager
Responsible for:	To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Beamont Collegiate Academy instructions. To play a “key role in upholding the integrity of the external examination/assessment process” [JCQ <u>ICE</u> 6]
Professional Conduct	• Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position. • Having regard to the need to safeguard pupils’ wellbeing in accordance with statutory provisions. • Show tolerance of and respect for the rights of others. • Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. • Ensure that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.

**General
Responsibilities**

- To support Academy activities, attending appropriate Academy events.
- General housekeeping
- Any other duties deemed reasonable, as directed by the principal.
- To work consistently to uphold Academy's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with student s and parents in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.
- To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.
- To seek to improve the quality of the Academy's service.
- To present oneself in a professional way that is consistent with the values and expectations of the Academy.

JOB DESCRIPTION

Key Responsibilities

- Prepare examination rooms before exams commence.
- Supervise students during examinations to ensure fair conduct.
- Distribute and collect examination papers and materials.
- Ensure compliance with JCQ regulations and academy policies.
- Record attendance and report any irregularities or incidents.
- Maintain confidentiality and uphold exam integrity at all times.

Specific Invigilation Duties:

Before exams

- To report to the exams officer prior to each exam session
- To assist with the setting up of the examination venues and issuing necessary resources.
- To keep exam papers and materials secure before, during and after exams
- To ensure the exam rooms are set out to JCQ standard and appropriate for the individual needs of each examination
- To assist with admitting candidates into the exam rooms and enable them to find their allocated seat efficiently and quietly
- To instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise candidates at all times in a quiet and unobtrusive manner to ensure that the regulations on conduct, communications etc are strictly observed and to be vigilant throughout exams

- To keep disruption to each exam to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any disruption or irregularities and deal with them in line with school and JCQ guidelines.
- To complete attendance registers
- To deal with candidate queries

After exams

- To collect exam scripts as required in tier / candidate order
- To dismiss candidates from the exam room in a quiet and orderly manner.
- To *“check that the names on the scripts match exactly the details on the attendance register”* [JCQ ICE 6]
- To securely return all exam scripts and exam materials to the exams officer

Other

- To attend training, refresher or review sessions as required
- To undertake, where required and where able, other duties requested by the exams officer, for example
- Supervision of clash candidates between exam sessions
- Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- Exams-related administrative tasks
- To carry out other duties appropriate to this position as instructed by the Examinations Officer.

General Duties:

- To support Academy activities, attending appropriate Academy events.
- General housekeeping

- Any other duties deemed reasonable, as directed by the Principal.

General Responsibilities of all Beamont Collegiate Academy Support Staff:

- a) To work consistently to uphold Academy's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students and parents in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.
- e) To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.
- f) To seek to improve the quality of the Academy's service.
- g) To present oneself in a professional way that is consistent with the values and expectations of the Academy.

PERSON SPECIFICATION

Criteria		Essential	Desirable	Assessment Method
Relevant experience				
1	Working as exam invigilator in another setting.		x	A
2	Previous experience in an educational setting is desirable but not essential, as training will be provided.		x	A/I
Qualifications				
3	Numeracy and Literacy to at least Level 2 (GCSE or equivalent).	x		A
4	Willingness to undertake training course and coaching session in related to safeguarding, health and safety, data protection and exam invigilating role.	x		
Competencies				
5	Reliable, punctual, and professional.	x		A/I
6	Strong attention to detail and ability to follow procedures.	x		A/I
7	Work effectively and efficiently under pressure.	x		A/I
8	Good communication and interpersonal skills.	x		A/I
9	Ability to remain calm and composed under pressure.	x		A/I
10	Discretion, courtesy, honesty and integrity.	x		A/I
11	Commitment to safeguarding and the welfare of pupils.	x		A/I

12	Willingness to be involved in the wider life of the school.		x	A/I
Commitment to Equal Opportunities				
13	Understanding of and commitment to the principles and practice of equality, diversity and inclusion, both in relation to employment issues and to service delivery	x		A/I

Key: A = Application; I = Interview; T = Task

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.