



Poole Grammar School

Information Pack



INVIGILATOR

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Poole Grammar School
Gravel Hill, Poole, Dorset BH17 9JU
01202 692132

Headteacher: Mrs K Etheridge



Poole Grammar School

Job Description



Start date: As soon as possible
Grade A, point 3, £12.85 per hour

Responsible to: the Exams Officer

This job description is specific to the post of Invigilator at Poole Grammar School.

Further details about the school can be found on the school website www.poolegrammar.com

The responsibilities of the postholder will include the following areas:

Invigilator role

The key role is to uphold the integrity of the examination process ensuring that all examinations are conducted in accordance with JCQ and the awarding body regulations. Provide support to the school examination officer by the distribution and collection of examination papers within the examination rooms, provide clear and concise communication and undertake active supervision throughout the duration of the examinations.

Invigilator duties

- Conduct examinations in accordance with Joint Council for Qualifications (JCQ), awarding body and Poole Grammar School regulations and instructions
- Review the examination room to ensure set up is correct and in adherence to examination board regulations
- Opening and distributing the examinations papers and other authorised materials to candidates
- Identify students and seat students according to the required arrangements
- Dealing with or escalating queries to the Exams Officer
- Distributing additional paper / equipment as required
- Ensuring candidates arrive and settle into the examination room in an appropriate manner
- Ensure all candidates have correct paper
- Ensure all candidates are aware of the examination conditions and take appropriate action to ensure these are adhered to i.e. retrieving unauthorised items
- Clearly communicate the commencement of the examination and record the exact start and end time of the examination
- Actively supervise the candidates in a quiet and unobtrusive manner
- Respond to candidates queries in adherence to the examinations regulations
- Arrange for appropriate supervision for candidates who need to leave the room without compromising the overall examination room supervision requirements
- Supervise students between sessions where necessary when there are examination clashes in accordance with regulations
- Ensure correct and accurate time keeping is maintained
- Ensure students who are entitled to access arrangements for exams are given the opportunity to use them
- Communicate clearly to the candidates that the examination has finished

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- Ensure all examinations conditions are maintained until all candidates have exited the examination room
 - Ensure all scripts are collected in candidate order and validate there are no missing scripts
 - Ensure all scripts are never left unattended and are safely delivered to the examinations officer
 - Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Regulations
 - Maintain good working relationships with other school staff, and co-operate with reasonable changes to daily work routines to assist with the smooth operation of the school
 - Attend the annual training meeting and take part in training throughout the academic year

An ideal candidate will

- Be reliable, flexible and readily available during main exam periods
- Have effective communication skills and good interpersonal skills
- Work well as part of a team,
- Be confident and a reassuring presence to candidates in exam rooms
- Be able to give instructions and manage situations involving different groups of people
- Have basic IT skills (use of emails etc)
- Have an understanding of secondary schools and examination procedures, which is preferable, but not essential

Application procedure

Please visit www.poolegrammar.com and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF and word version of the application form can be requested from pgshrdept@poolegrammar.com

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department on the above email address.

Closing date for applications: 30th September 2025

Interview Date: TBC

Informal discussions are encouraged. Please contact Miss D Jones, Exams Officer, to make an appointment exams@poolegrammar.com

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.
