



POOLE
GRAMMAR
SCHOOL

APPLICATION FORM



INVIGILATOR

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SCHOOL

Gravel Hill, Poole, Dorset, BH17 9JU
01202 692132
www.poolegrammar.com
Headteacher: Mrs K Etheridge

For: INVIGILATOR

Start date: as soon as possible

Salary: Grade A, point 3 (£13.28 per hour)

In this role, the post holder will be 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 our website at www.poolegrammar.com

The responsibilities of the postholder will include the following areas:

Invigilator role

The key aspect of the role is to uphold the integrity of the examinations process, ensuring that all exams are conducted in accordance with the JCQ (Joint Council for Qualifications) and examination board regulations.

You will be expected to provide support to the school's Exams Officer by distributing and collecting exam papers within the exam rooms, providing clear and concise communication to the candidates and undertaking active supervision throughout the duration of the examinations.

Main responsibilities and duties

The post holder will be expected to:

- Conduct examinations in accordance with the regulations and instructions of the JCQ, the awarding bodies and Poole Grammar School;
- Review the examination room to ensure set-up is correct and in adherence to the exam board and JCQ regulations;
- Distribute the exam papers and other authorised materials to candidates;
- Identify students and seat them according to the required arrangements;
- Deal with queries or escalate them to the Exams Officer;
- Distribute additional stationery, equipment or paper as required;
- Ensure candidates arrive and settle into the exam room in an appropriate manner;
- Ensure all candidates have the correct exam papers;
- Ensure candidates are aware of the exam conditions and take appropriate action to ensure these are adhered to, such as retrieving unauthorised items or ensuring that they stay quiet and don't disturb other candidates;
- Clearly communicate the start of the exam and record the exact start and end times of the exam prominently at the front of the exam room;
- Actively supervise the candidates during the exam in a quiet, unobtrusive manner;
- Respond to candidates' queries in adherence to the exam regulations;

- Arrange appropriate supervision for candidates who may need to leave the room but without compromising the overall exam room supervision requirements;
- Supervise students between sessions where necessary, for example, where a candidate's exam may be rescheduled because of a clash with another of their exams;
- Ensure correct and accurate time-keeping is maintained;
- Oversee students with access arrangements and make sure they are given the opportunity to use those arrangements to which they are entitled;
- Communicate clearly to the candidates when the examination has finished;
- Ensure all exam conditions are maintained until all candidates have left the exam room;
- Ensure all scripts are collected in candidate order and check there are no missing papers;
- Ensure scripts are never left unattended and are safely delivered to the Exams Officer;
- Comply with all decisions, policies and standing orders of the School;
- Comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health & Safety At Work Act and the GDPR (General Data Protection Regulations);
- Maintain good working relationships with fellow invigilators and other school staff;
- Co-operate with reasonable changes to daily work routines to assist with the smooth operation of the exams period and of the School itself;
- Attend the annual invigilators' training meeting and take part in ongoing training through the academic year.

Skills, abilities and behaviour

The ideal candidate for this role will...

- Be reliable, flexible and readily available during exam periods
- Have effective communication skills and good interpersonal skills
- Work well as part of a team
- Be confident and present a reassuring presence to candidates in the exam rooms
- Be able to give instructions and manage situations involving different groups of people
- Have basic IT skills (such as use of emails, reading of PDFs, accessing online training, etc)
- Have an understanding of secondary schools and exam procedures (preferable but not essential)
- Have some experience of dealing or working with young adults (preferable but not essential)
- Maintain good time management
- Show personal commitment to continuous service and self-development;
- Show personal commitment to the school's professional standards, including dress code and the way in which you conduct yourself at all times;
- Be willing to consent to and apply for an enhanced disclosure to a DBS check.

Contacts and relationships

- Regular interaction with the Exams Officer
- Daily (during exam periods) interaction with fellow invigilators
- Regular interaction with other school staff

Skills and qualifications

- No formal qualifications required.

General

This job description is specific to the post of Invigilator.

This job description is current at the date shown below but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title.

Prepared by: Hayley Yeo, HR Manager

Date: October 2026



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APPLICATION PROCEDURE



What you need to do

Please visit www.poolegrammar.com/work-for-us 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 PDF and Word versions of the application form can be requested from the HR Department by emailing: pgshrdept@poolegrammar.com.

Please note: If you use the PDF application form and are using an Apple Mac, make sure it isn't completed in Preview mode, as it will not save correctly.

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

Dates

Closing date for applications: **21st October 2026**

Interviews: **week commencing 26th October 2026**

Informal discussions are encouraged ahead of the interview process. Please email Poole Grammar Schools' Exams Officer, Miss Dawn Jones to make an appointment: exams@poolegrammar.com.

We encourage early applications and reserve the right to interview early for the right candidates.

Safeguarding and equal opportunities

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 across its workforce.

We look forward to receiving your application.

With thanks,

Katie Etheridge, Headteacher
October 2026



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