

EXAMINATIONS INVIGILATOR (zero-hours agreement)



Job Description:

Post

King Alfred School requires invigilators to join its team to run the invigilation of School examinations. You will be line managed by the Examinations Officer.

Job Purpose

The primary role of the Examination Invigilator is to assist with the conduct and supervision all school examinations (public and internal). You will ensure all exams are carried out strictly in accordance with statutory rules and regulations set by the JCQ and other Awarding Bodies.

Please Note – When applying you will need to confirm availability in advance of main exam periods.

Hours of Work (minimum 4 sessions per week)

Hours are flexible and determined by the school's examination requirements. Specific sessions will be agreed upon with the Examinations Officer in advance. Morning sessions start at 8.30 am and afternoon sessions at 12.45 pm

Main duties and responsibilities

Examination Invigilators must be prepared to supervise various types of examinations, including all levels of public exams and internal exams, which vary in duration.

Key examination periods are:

- Public Exams: April – June, November
- Internal Mocks: January–February and May–June

Key Responsibilities:

As an invigilator you will be required to:

- Arrive promptly at least 30 minutes before each session begins.
- Set up exam rooms and distribute materials.
- Supervise candidates to ensure correct procedures are followed.
- Maintain a calm atmosphere and be sympathetic to student needs.
- Be familiar with procedures (JCQ rules, school fire/evacuation plans, and the Invigilator Handbook).
- Report incidents immediately to the Examinations Officer and provide written reports when necessary.
- Attend regular training and meetings during the academic year.
- Provide specific support for students with access arrangements including 1:1 invigilation.

- **Essential Skills**

We require candidates who are:

- Reliable, flexible, and readily available during main exam periods.
- Confident and reassuring to candidates in exam rooms.

- Able to manage situations and give clear instructions.
- Effective communicators who can work well in a team.
- Competent with basic IT (email, messaging, apps).
- Experienced with recent invigilation work (desirable).

- **Training**

Full training will be provided during a mandatory 3-4-hour induction session in March 2026. Ongoing updates will be provided as needed.

- **Conditions of Service**

- No guarantee can be given as to how many invigilation sessions you will be allocated during each examination session.
- Invigilation sessions will be agreed in advance of all examinations.
- In addition to exam time, you may be required to attend regular exam meetings, usually no more than six per year lasting 1-2 hours. The meetings will cover updates, new procedures and be held during the school year.
- Working pattern is flexible providing operational needs can be met with an individual's availability.
- You will be required to sign a confidentiality form.

- **Safeguarding**

We are committed to safeguarding and promoting the welfare of children. In line with Safeguarding Regulations, a number of safeguarding checks (including DBS and Barred Check) will be carried out on all successful candidates before they commence work.

We value the diversity of our staff and students, and everyone at The King Alfred School is equally valued and respected. We aim to be an inclusive employer that reflects the communities we serve. We are committed to providing a fair, equitable and mutually supportive learning and working environment.

To read more about King Alfred's diversity and inclusion statement, please see our DEI statement and KAS Against Racism policy.

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children and young people.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on

the filtering of these cautions and conviction can be found on the Disclosure and Barring Service website or at Unlock.