THE PERSE
UPPER SCHOOL
CAMBRIDGE






Exam Invigilator

£14.24 per hour

Start April 2027

Job Purpose

To conduct examinations in full compliance with the regulations laid down by JCQ (JCQ Instructions for Conducting Examinations – as amended annually) or other external awarding body e.g. Cambridge Assessment International Exams. External invigilators are also employed for the invigilation of some internal examinations and admissions tests where internal regulations apply.

Responsibility

The Exam Invigilator will report to the Qualifications & Progression Officer but day to day contact will be through the Qualifications & Progression Administrators.

Key Responsibilities

To ensure that examinations are conducted in accordance with the regulations, a copy of which will be in the examination room, exam invigilators must:

General

- Remain fully attentive to invigilation duties at all times and not undertake any other activities, such as reading, in the examination room.

Starting an Examination

- Assist examinations office staff in the start of the exam, including the laying up of the room in accordance with the room plan, distributing answer paper, formula books, question papers etc as appropriate.
- Assist examinations office staff in ensuring that every candidate has everything required before the start of the exam, and in ensuring that all other starting requirements are carried out efficiently.
- Ensure that start and finish times are displayed correctly on the board and cross checked.

During an Examination

- Ensure a prompt response to any candidate who raises their hand.
- Ensure the reserve invigilator is called where required to accompany a candidate who needs to leave the exam room, or in the case of any difficulty.
- Ensure that candidates who have a break between papers are supervised in full compliance with JCQ regulations, and candidates who require supervision over lunch remain in the exam room until collected.

Finishing an Examination

- Ensure that each examination ends at the prescribed time, noting and attending to the various finishing times for different examinations and candidates.
- Ensure that candidates have filled in the necessary details on the front of their answer books.
- Ensure that at the end of the examination all scripts are collected and placed in the order of candidates on the attendance register.
- Ensure that candidates attach rough work to their scripts when handing in.

Internal Examinations

- Ensure that internal examinations are conducted appropriately and securely in accordance with internal regulations.

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.

Person Specification

Education/Qualifications

- Educated to a minimum of A level standard is desirable.

Knowledge

- Knowledge and understanding of the organisation of a large school is desirable.

Experience

No experience of invigilating is required; full training will be given.

Skills and Abilities

- Careful attention to detail and organisation.
- Ability to interpret and follow regulations.
- Ability to use initiative in responding to situations.
- Flexibility.
- Ability to communicate clearly in spoken and written English to ensure accurate understanding and delivery of exam procedures.

Working Hours

Once appointed, the Invigilator will become part of the Invigilator bank team and will be called upon as and when required by the Qualifications & Progression Department. The invigilator's exact working hours will then be determined according to their availability for the timetabled examinations as advised to the Qualifications & Progression Administrators.

The School requires Invigilators to be available for a minimum of 2 sessions per week each Summer Term. Invigilators are also required to complete a minimum of 2 sessions per week during the school internal Year 11 and Year 13 exam periods (usually held the last week of the Michaelmas term/first two weeks of the Lent term and the week after February half term although dates may be subject to change). You will also need to be available for the Year 10 and 12 exams which will be held after Easter.

The requirement for work is during term time only. Term time is defined as the published school term dates, plus two additional days immediately preceding the published start date of the Michaelmas term, and one additional day immediately prior to the published start date of the Lent term each academic year.

Salary

The agreed rate that will be paid for the academic year 2026-2027 is £14.24 per hour. This rate is inclusive of pro-rated holiday pay (based on the statutory annual leave entitlement of 5.6 weeks per year inclusive of public holidays).

In order to make deductions for tax and national insurance, your payments will be arranged through the payroll by completion of a monthly timesheet.

Application process

The closing date for applications is **Friday 20th November at midday**, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

Please click on How to Apply which will take you to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR department at recruitment@perse.co.uk

Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including references from previous employers, a Disclosure and Barring Service check at the enhanced level and eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

