Bristol Grammar School

JOB DESCRIPTION

Post: Exam Invigilator

Line Manager: Exams Officer

Start date: May 2027, with training in March 2027

Purpose of Job

To conduct the invigilation of public examinations at Bristol Grammar School and to ensure that the regulations of the exam boards are observed and that students may work without distraction or unnecessary stress.

Duties and Responsibilities

Work under the direction of the Examinations Officer and their delegated supervisors.

- Familiarise yourself with exam board and BGS invigilation regulations prior to each exam session and ensure they are always adhered to.
- Set up the exam room at the start of an exam.
- Familiarise yourself with the specific requirements of each exam you are invigilating such as relevant equipment and necessary stationery as outlined on the seating plan.
- Read and familiarise yourself with the specific needs of the candidates for each exam such as extra time, supervised rest breaks etc. as outlined on the seating plan.
- Ensure all administrative procedures when conducting the exam are completed accurately.
- On admitting candidates to the exam room, check the attendance register and, in the event of missing/incorrect candidates in the room, contact the Exams Officer or Deputy Exams Officer and ensure the situation is managed appropriately.
- Maintain security of the exam papers and scripts before, during and after the examination.
- Read out the rules and regulations under which the candidates must work during the exam in question and manage any queries that may result.
- Deal appropriately with any candidate who fails to obey the regulations, particularly in cases of malpractice, according to the invigilators' guidelines.
- Deal appropriately with any disruption e.g. fire alarm, which occurs during the exam, according to the invigilators' guidelines.
- Give your full attention to the candidates throughout the exam, ensuring this is done in a non-intimidating but authoritative manner.
- Ensure you report any personal relationship with any student in the School to ensure you are never sole invigilator for that student.
- Attend regular update meetings at the School.
- Attend any training sessions required at the School in order to keep you up-to-date with child protection issues and/or updating exam board regulations.
- Conform to the School's Code of Conduct.
- Adhere to the School's safeguarding procedures.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Ability to take responsibility when working alone
Ability to work as part of a team
Ability to be focused and vigilant
Ability to walk around the room and remain on your feet during examinations

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not "tick every box", therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Ability to be calm in stressful situations
Good written and oral skills
Ability to be flexible
Ability to be patient and able to remain attentive to the task in hand for lengthy periods of time
Ability to pick up new information quickly and respond appropriately
Ability to apply the regulations in a fair and consistent manner
Have a friendly and pleasant personality
Look smart and presentable at all times
Be reliable and punctual
Have experience of working within an education environment
Enjoy working with children and young people
Be sympathetic to the needs of students at a stressful time
Reasonable IT skills, e.g. familiarity with Microsoft Word
Be able to communicate well with children and young people and in particular be prepared to demonstrate: ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with any challenging behaviour ● Professional attitudes to use of authority and maintaining discipline ● Understanding of safeguarding and promoting the welfare of young people

Hours and Benefits

Exam season

The main exam season is from 28 April 2027 to 23 June 2027 (with a one-week break over half-term) with the busiest period being 06 May to 18 June. You should be available to work throughout this period. (Please see minimum working hours below.)

You will also be expected to attend invigilator meetings throughout the year on mutually convenient days.

There may be other occasions throughout the year when invigilation is required. These will be offered but there will be no expectation that you must undertake them. This would be only on the basis that you are willing and free to attend.

Working hours

Working hours are dependent on the exam timetable and on the number of students sitting particular exams, and will vary from week to week. An exam session may range from one hour to three hours or more. You may be required to work only a morning or an afternoon session, or for a whole day. Morning sessions start at around 8am and some afternoon sessions can run as late as 5pm or beyond.

Ideally we would like new invigilators to be available for eight sessions or more out of the ten sessions every week. The minimum number we could consider would be six sessions (being available for at least three full days a week).

Salary

From March 2027 the rate will be £13.50 per hour (plus 12.07% holiday pay) payable via PAYE.

Lunch

If you are working both morning and afternoon sessions in one day you will be entitled to a free school lunch.

Car parking

We can provide parking for invigilators over the summer exam period but nothing can be offered for update meetings.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

Application Details

To apply please visit our website employment opportunities section. On the role-specific page there is an 'Apply now' button which will take you into the online application process.

The closing date for applications is 08 November 2026.

Interviews are currently planned for 17 and/or 18 November 2026.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. Full pre-employment safeguarding checks will be undertaken for the successful applicant, this includes an enhanced DBS (Disclosure and Barring Service) and a barred list check.