



SAINT AIDAN'S

Church of England High School

Aspire & Believe & Succeed

EXAMINATIONS INVIGILATOR

Dear Candidate,

Thank you for your interest in the post of Exam Invigilator at Saint Aidan's.

Invigilators have a key role in upholding the integrity of the external and internal examination and assessment process and should be able to demonstrate a commitment to supporting our students in their examinations.

This post offers the right candidate a great working environment, supportive and appreciative colleagues and students, and the chance to do a job where you make a real difference to the lives of young people.

I hope that, having read the enclosed information and looked at the information about the school on our website, you feel encouraged to apply for this position.

Completed application forms should be returned to arrive no later than 12 noon on Wednesday 11th November.

Applications may be submitted by post or by email. Emailed applications should be sent to recruitment@st-aidans.lancs.sch.uk and will be acknowledged on receipt.

I look forward to receiving your application.

Yours sincerely,

Katie Benter, Headteacher



**Katie Benter,
Headteacher**

Post: Casual Examinations
Invigilator

Line Manager:
Operations Manager /
Examinations Officer

Start Date:
As required

Closing date for applications:
12 noon on Wednesday 11th
November 2026

Interviews:
To be confirmed

Electronic applications are
accepted in Microsoft Word or
PDF format.

Please email to
recruitment@st-aidans.lancs.sch.uk

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JOB DESCRIPTION: EXAMINATIONS INVIGILATOR

Job title:	Examinations Invigilator
Grade:	Foundation Living Wage - £13.45 per hour
Hours:	Casual Hours – as required during Exam Periods
Location:	Saint Aidan's Church of England High School
Responsible to:	Operations Manager / Examination Officer
Staff responsible for:	None
Job purpose:	To be responsible for conducting examinations in the presence of the candidates under the direction of the Exams Officer. Invigilators have a key role in upholding the integrity of the external and internal examination and assessment process.

General Duties:

- To act in accordance with Saint Aidan's policies and procedures.
- To act as a role model and work in accordance with the school's values.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To ensure compliance with Saint Aidan's Health and Safety Policy at all times.
- To adhere to Saint Aidan's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.

Key duties:

- Invigilate the examination, including dealing with examination irregularities;
- Assist in the setting up of examinations venues, laying out equipment and papers in accordance with procedures.
- Communicate examination procedures to pupils and oversee behaviour;
- Respond to pupil requests during the examination;
- Ensure no unauthorised material is consulted;
- Escort candidates from the location during the examination, such as for toilet breaks;
- Maintain candidate attendance and absence records;
- Maintain confidentiality and adhere to safeguarding procedures.

Indicative knowledge, skills and experience

- Knowledge / skills equivalent to invigilate tests and examinations;
- Skills for providing information to and supervising pupils before, during and immediately after examinations, overseeing pupil behaviour.

In addition, other duties at no higher a responsibility level may be interchanged with / added to this list at any time.

Equal Opportunities—The school is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety—All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help the school to apply our general statement of health and safety policy.

Safeguarding Commitment—This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.