



APPLICATION PACK:

EXAM INVIGILATOR

(casual)

Exam Invigilator (casual)

Casual hourly rate: £13.70 per hour

(Annual leave entitlement is contained within the hourly rate of pay and comprises 12.07% of the hourly rate.)

Start date: January 2026

We are seeking to add to our team of invigilators for our internal exams and GCSE exams as from January 2026. You will be responsible for the smooth, secure running of allocated exam sessions, working under the direction of the Examinations Manager. Duties will include timing of exams, distribution and collection of exam papers and scripts, and ensuring examinations are conducted in accordance with Joint Council Qualifications (JCQ). Training will be provided but previous experience is desirable. Applicants should have GCSE or equivalent in Maths and English.

To request an application pack please email Mrs Amanda Simmons via a.simmons@cowplainschool.co.uk or access via www.cowplainschool.co.uk. If you wish to apply for this post you will need to return a fully completed 'The Cowplain School' application form to Mrs Amanda Simmons, PA to the Principal, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of applications is Monday 3rd November at midday.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



JOB DESCRIPTION

Post Title: Invigilator

Grade: £13.70 per hour, casual
(Annual leave entitlement is contained within the hourly rate of pay and comprises 12.07% of the hourly rate.)

Responsible to: Exams Manager

Principal Responsibilities/Duties

1. Ensuring that the candidates are settled within the exam hall and assisting with the collecting in of mobile phones.
2. Assisting with completion of the attendance register and seating plan.
3. Assisting with the distribution of exam papers and materials.
4. Active invigilation. Walking up and down, watching what the candidates are doing.
5. Distributing additional paper/equipment as required.
6. Reading out the examination instructions, prior to starting the exam and stopping the examination at the end of the allocated time.
7. Writing examination details on the white board, including all details required as per JCQ regulations.
8. Responding to candidates' queries in accordance with exam regulations.
9. Supervising any candidates who may need to leave the exam hall in accordance with exam regulations.
10. Assisting with the collection of exam papers and exam candidate numbers, so that desks are clear of equipment at the end of each exam.
11. Reporting any misconduct in the exam hall and completing a report as necessary.
12. Being familiar with and acting in accordance with the Joint Council for Qualifications booklet "Instructions for the Conduct of Examinations". A copy will be made available to you.
13. Such other duties as may reasonably be allocated by the Exams Manager/Principal within the purview of the post.