

Candidate Pack

Exam Invigilator



About Us

Godolphin is a distinguished school with a remarkable legacy spanning three centuries. We provide an inspiring and dynamic environment for learning, discovery and personal growth, welcoming young people from ages 11 to 19.

Our holistic approach to education nurtures curiosity, intellectual development, practical skills and critical thinking. We are proud of our inclusive and diverse community where every pupil is empowered to thrive in an ever-evolving world.

In a significant and exciting development, Godolphin has recently become co-educational, welcoming boys into our school community. We believe this evolution enriches our environment, broadens perspectives, enhances collaboration and prepares pupils for life beyond school.

At the heart of Godolphin is a culture of excellence. Our core values of ambition, authenticity, courage and kindness shape everything we do and are embedded into our daily life. As we continue to grow and evolve, we are delighted to welcome new candidates who share our passion for education and commitment to young people. Whether you are joining us as a teacher, leader, or member of our support staff, you will find a warm, purposeful and collaborative community, one where your contribution will make a real and lasting difference.

Our mission is to support every pupil on their journey, equipping them with the confidence, skills and resilience to meet life's challenges and make a positive impact on the world. At Godolphin, every young person is encouraged to shape their own story, and we hope you will be part of ours.

Jenny Price
Head

A blue-tinted photograph of a brick building with a flag featuring a crest. The building has a large arched doorway and several windows. The flag is dark with a light-colored crest. The text is overlaid on the lower half of the image.

“Pupils of all ages have exceptionally positive attitudes to learning, they are extremely aspirational for themselves and ambitious for those around them”

ISI Report 2023

Hours	Casual
Salary	£12.75 p/h
Additional Allowances	Holiday pay

We are looking for Exam Invigilators to join our busy exams department. Duties will include ensuring examinations are conducted in accordance with the Joint Council for Qualifications (JCQ), the awarding bodies and School regulations, setting up exam rooms, supervising and observing students, exam administration tasks and completion of records.

This is zero hours post, as work is typically only available during the exam seasons, when flexibility and reliability will be required. No experience is necessary, as full support and training will be given to successful candidates.

Staff at Godolphin can enjoy free on-site parking, complimentary lunch during term-time, free membership to our Leisure Centre, access to Health Assured Employee Assistance Programme, Cycle-to-Work scheme and other work-related benefits.

Job Description

Role	Exam Invigilator
Reports to	Exams Officer
Relationship	
The post holder is accountable to the Exams Officer in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.	

Duties & Responsibilities

Purpose

To ensure that examinations are conducted according to the regulations to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination materials before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

Department

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Godolphin regulations and instructions.

To have a key role in upholding the integrity and security of the external examination/assessment process.

Before examinations

- Report to and be briefed by the Exams Officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During examinations

- Supervise and observe candidates at all times and be vigilant throughout examinations
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After examinations

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts and materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training and assessment for that academic year (prior to invigilating any external examination in a new academic year)
- Undertake, where required and where able, other duties requested by the exams officer, for example:
 - centre supervision of examination timetable clash candidates between examination sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Values

- Promote Godolphin's four core values through an inclusive, healthy and ambitious provision for all based on:
- **Ambition:** Always strive to achieve your best. Set challenging goals and work hard to reach them. Support others with their ambitions
- **Authenticity:** Be confident in yourself. Always be honest, loyal and trustworthy
- **Kindness:** Care for others and value yourself. Understand the value of diversity and offer help where you can
- **Courage:** Trust yourself and never let fear stop you developing your skills. Find opportunities, understand the risks and ensure your ideas lead to positive actions

Professional Responsibilities

- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Director of Finance and Operations or Data Protection Officer at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

Person Specification

General requirements

- Experience of invigilation is not required as training in the role and duties of an invigilator will be provided
- Invigilators are required to:
 - declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
 - confirm their availability in advance of main examination periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

Person Specification – Essential criterion

- be reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in examination rooms
- give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

For more information and to apply online please click [here](#) to visit the United Learning recruitment portal.

Interviews

The closing date for applications is **30 November 2025**

This vacancy will close as soon as sufficient applications have been received. Interviews will take place throughout the recruitment process.

Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service may be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they disclose this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430536 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the School [website](#). Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society



10/2025

Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.

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