



THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

CHIEF EXAM INVIGILATOR

Grade 4, Points 4 – 6 (£13.16 - £13.58 per hour)
Required ASAP

We are seeking a highly organised, reliable, and confident **Chief Exam Invigilator** to lead and manage our exam invigilator team. This is a key role ensuring that all examinations run smoothly, efficiently, and in full compliance with regulations.

This role is not only crucial to the smooth and efficient running of the exam process but also to our students achieving their best possible performance.

The post holder will have excellent organisational skills, strong attention to detail, and the ability to remain calm under pressure. They must also be able to communicate effectively with both candidates and other members of staff, whilst maintaining examination integrity. They will be flexible and lead with confidence.

The Bishops' Blue Coat C of E High School is a high achieving and supportive school, where all are known, nurtured and inspired to flourish. We are committed to ensuring high quality learning and teaching in a caring environment. You will find the school a rewarding and friendly place to work with very good relationships between staff and students. We have a strong commitment to the professional development of all.

If you would be interested in joining us, please download a Support Staff application pack from our website www.bishopschester.co.uk/careers-vacancies/

If you have any queries regarding this role, please contact vacancies@bishopschester.co.uk

The successful candidate will be expected to attend a compulsory, paid training session.

Application close date: 20th April 2026

Interview date: 24th April 2026

Please note that we reserve the right to close this vacancy should we receive applications from a substantial number of suitably qualified candidates, therefore we recommend submitting an application as soon as possible.

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding.

The Bishops' Blue Coat CE High School

Chief Exams Invigilator Job Description

Casual worker

Salary: Grade 4, Points 4 – 6 (£13.16 - £13.58 per hour)

Main Job Purposes: The Chief Exam Invigilator is responsible for overseeing the administration and invigilation of all exams to ensure they are conducted in a fair and efficient manner in accordance with the school's policies and procedures. This role involves managing a team of invigilators, coordinating with academic staff, acting as a key holder and ensuring a secure and comfortable exam environment for all candidates.

Management: The post holder will be line managed by the Exams Officer

Principal Responsibilities of the Post

- **Pre Exams:**

- Attend a training session annually within Bishops' Blue Coat High School with all invigilators.
- With support from the Exams Officer, lead invigilator training sessions.
- Carry out necessary administrative tasks related to the organisation of the examination sessions, including but not limited to ensuring all examination boxes contain the relevant posters and stationery to comply with JCQ regulations.
- Ensure necessary scripts, answer booklets, attendance sheets, registers, seating plans and any other materials required are ready for each examination prior to the day before each examination.

- **Exam Coordination:**

- Ensure that all exam materials, including question papers and answer sheets, are distributed securely and accurately.

- **Team Management:**

- To be briefed by the Examinations Officer and cascade this information to the team of invigilators.
- Assist the Exams Officer/Exams Administrator in allocating invigilators to exam sessions and ensure appropriate coverage.
- To take the lead in the examinations room, delegating tasks to the team of invigilators as appropriate and address any immediate concerns that may risk the integrity of the examination.

- **Exam Day Management:**

- Open and sort exam papers in accordance with regulations in sufficient time to enable a prompt start to exams. This is likely to be from 8am but can vary depending on the exam.
- Oversee the setup of exam venues, ensuring they are prepared according to regulations.
- To act as roving invigilator, ensuring JCQ regulations are being upheld within all exam venues.

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Chief Exams Invigilator Job Description

- Report any issues that arise during the exams, such as candidate queries, emergencies, or misconduct to the Exams Officer or Head of Centre.
- **Compliance and Security:**
 - Ensure all exams are conducted in compliance with the institution's policies and regulatory requirements.
 - Maintain the confidentiality and security of all exam materials before, during, and after the exams.
 - Monitor exam venues to prevent cheating and report any incidents of academic dishonesty according to institutional procedures to the Exam Officer.
- **Reporting to Exam Officer**
 - Conduct attendance registers and report absences to the Exams Officer.
 - To clarify with the Exams Officer all queries regarding access arrangements or malpractice before informing pupils or invigilators.
 - All exam queries raised to be confirmed by the Exam Officer or Head of Centre who are fully trained by The Exams Office.
- **Post-Exam Duties:**
 - Assist the Exams Administrator in ensuring the secure collection and dispatch of completed exam scripts to markers.
 - Report any incidents or irregularities to the Exams Officer.
 - Conduct debriefings with invigilators to gather feedback and identify areas for improvement.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Head Teacher/Business Manager from time to time, up to or at a level consistent with the principal responsibilities of the job. This may include taking on additional administrative tasks in the absence of the Exams Administrator.

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Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs or equivalent including Maths and English 	<ul style="list-style-type: none"> • Computer-related Level 2 qualification (e.g. GCSE, BTEC) • Computer-related Level 3 qualification or completed ICT Apprenticeship 	Documentary evidence
Experience	<ul style="list-style-type: none"> • Can demonstrate an aptitude for problem-solving computer-related issues 	<ul style="list-style-type: none"> • Experience in school or business ICT support 	Application form/Interview
Job related Knowledge	<ul style="list-style-type: none"> • Proficiency with Windows platforms • Proficiency with MS Office suite of applications, including their cloud (Office 365 versions) • Open to exploring new technology as it relates to exam administration 	<ul style="list-style-type: none"> • Knowledge of the Data Protection Act 	Application form/Interview
Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to maintain a high level of accuracy and attention to detail • Ability to function under pressure, establish priorities and work to strict deadlines • Excellent communication and interpersonal skills • Good organising and time management skills • Excellent problem-solving skills 		Application form/interview
Other requirements	<ul style="list-style-type: none"> • Confident in interacting with children and adults alike • Positive and motivated • Act upon initiative • Ability to keep calm and contribute to the resolution of problems • Co-operative/able to work with people at all levels • Dependable and reliable 		Interview