

Examination Invigilator
Biddick Academy

Applicant information pack

Examination Invigilator

Required to start in November
Casual hours during examination periods
Grade SG1, SCP3
£12.85 per hour

Biddick Academy is part of the North East Learning Trust and is seeking to appoint Examination Invigilators to join our team.

At Biddick Academy we find and nurture the brilliance in every student through a well-balanced and broad curriculum. Everything that we do aims to develop curiosity, build resilience, readiness, and aspiration in our students. Each year we work to build on the high standards and reputation we have achieved over many years as we prepare students to embrace the endless possibilities that lie ahead of them.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment
- Access to the Local Government Pension Scheme
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Good standard of education in English and Maths
- Effective communication skills
- Have effective verbal and written communication skills
- Have a flexible approach to work.

Deadline: 7 September 2026
Interviews taking place week commencing 14 September 2026

How to apply:
Application packs can be downloaded from our website.

Application forms should be returned to claire.humble@biddickacademy.co.uk or by post to Claire Humble, Support Services Manager, Biddick Lane, Washington, NE38 8AL. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post title: **Examination Invigilator**
Responsible to: **Exams and Data Manager**
Responsible for: **To ensure the fair and proper conduct of examinations**
Salary Band: **Grade1, £12.85 per hour**

Job Purpose:

To work under the direct instruction of the Data/Examinations' Manager to ensure the fair and proper conduct of examinations in an environment that enables students to perform to their best ability

Duties and Responsibilities:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Biddick Academy regulations and instructions
- To have a key role in upholding the integrity and security of the examination/assessment process

Before exams

- Report to and be briefed by the exams manager 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 exam conditions
- 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 exams

- Supervise and observe candidates at all times and be vigilant throughout exams
- Keep disruption in exam rooms to a minimum and report any instances to the exams manager
- 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 exams

- Instruct candidates in finishing their exams and collect exam scripts and exam materials
- Dismiss candidates from the exam room
- Check candidates' names on scripts, match the details on the attendance register

- Securely return all exam scripts and exam materials to the exams manager

Other tasks

- Undertake training, update and review sessions as required (prior to invigilating any exam in a new academic year)
- Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by the exams officer, for example:
  - centre supervision of exam timetable clash candidates between exam 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'

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
- Invigilators are required to confirm their availability in advance of main exam periods Invigilators must confirm the confidentiality and security requirements surrounding
- the invigilation process are known, understood and will be followed at all times

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification
Examination Invigilator

	Essential	Desirable
Education/training	A good standard of general education, in particular for English and Maths	
Experience	Effective communication skills. Ability to follow instructions and regulations fairly.	Previous experience of exam invigilation. Previous experience of working in an educational establishment or working with teenagers.
Aptitude and skills	Be a confident and reassuring presence to candidates in the exam room. Have effective verbal and written communication skills. Ability to be calm under pressure and in unexpected circumstances. Ability to use initiative.	Knowledge of examination procedures Be able to maintain an air of authority. Be confident with Information Computer Technology.
Personal qualities	Ability to work flexibly. Be reliable, punctual and dependable. Ability to work as part of a team or 1:1 with students. A desire to do things to the best of your ability. Ability to pay attention to detail. Be vigilant.	Have a sense of humour.

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.