

JOB DESCRIPTION

POST TITLE: Examination Invigilator

POST RESPONSIBLE TO: MIS / Examinations Officer

HOURS OF WORK: Casual / Hourly (Negotiable & flexible during examination periods)

HOURLY RATE: £13.20

START DATE & AVAILABILITY:

- **First Exam Series:** November 2026
- **Winter Exam Series:** January 2027
- **Main Exam Season:** March to June 2027

JOB PURPOSE

To be responsible for the delivery, supervision, and invigilation of internal and external examinations within the Academy while strictly adhering to Joint Council for Qualifications (JCQ) and examination board rules and regulations. The post holder will ensure that exam conditions are fully maintained to prevent any improper conduct, unfairness, advantage, or disadvantage to candidates.

Examinations take place at key points throughout the academic year. The successful candidate(s) will be required to work flexibly during the November 2026, January 2027, and summer (March–June 2027) exam series.

MAIN DUTIES AND RESPONSIBILITIES

Exam Setup & Candidate Supervision:

- Ensure candidates do not bring unauthorised items into the examination room (e.g., mobile phones, smartwatches, revision notes, MP3 players).
- Ensure candidates are seated in accordance with provided seating plans prior to opening question papers.
- Maintain absolute silence and ensure candidates do not communicate once inside the examination room.
- Take accurate attendance registers and ensure question papers are distributed to the correct students.
- Deliver pre-exam briefing instructions clearly to candidates and notify them of any erratum notices.

Invigilation & Exam Conduct:

- Start and finish examinations strictly at the specified times and keep accurate records of timings.
- Maintain active, vigil, and unobtrusive patrolling throughout the entirety of each examination session.

- Act as a Lead Invigilator for assigned sessions on a rotational basis to ensure correct procedures are met.
- Accurately document final seating plans and record any room changes.
- Be attentive to any candidate needs, access arrangements, or distress during examinations.
- Where required, invigilate smaller groups or individual students, or act as a designated Reader or Scribe.

Security, Discrepancies & Compliance:

- Maintain the safety, security, and confidentiality of all examination papers and materials before, during, and after sessions.
- Immediately report any candidate malpractice, unacceptable behavior, or absence to the MIS/Examinations Officer.
- Provide an immediate verbal report—followed by a written statement—to the MIS/Examinations Officer regarding any irregularity, emergency, or discrepancy.
- Ensure all exam scripts and materials are collected, collated, and securely handed over to the Examinations Office at the conclusion of each session.
- Be fully conversant with JCQ *Instructions for Conducting Examinations* (ICE), academy fire/evacuation procedures, and relevant Health & Safety and Equal Opportunities policies.

Note: Public examinations are subject to unannounced JCQ inspections. Rigorous compliance with all exam rules and guidelines is mandatory at all times.

Person Specification for Examination Invigilator

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
EDUCATION AND TRAINING	
Good standard of literacy and numeracy	E
EXPERIENCE	
Significant experience of exam invigilation	E
Significant experience of working with young adults	E
Experience of working within an educational establishment	E
Experience of working in an environment where high levels of confidentiality are required	E
Relevant work-based professional experience	D
KNOWLEDGE AND SKILLS	

Ability to develop creative and effective solutions quickly in response to need	E
Ability to work to predetermined instructions and abide by strict guidelines	E
Ability to develop and maintain effective working relationships with all staff and students	E
Effective oral and written communication skills	E
Ability to communicate with candidates and members of staff clearly and accurately	E
Ability to work as part of a team or alone as necessary	E
Ability to keep calm under pressure or during unexpected circumstances	E
Meticulous attention to detail	E
Ability to provide a confident and reassuring presence to candidates before, during and after the exams	E
Excellent time-keeping skills	E
Awareness of data-protection issues	D
PERSONAL ATTRIBUTES	
Confidentiality and discretion	E
Ability to organise, plan and prioritise	E
A commitment to safeguarding to learners within the academy	E
Flexibility across examination dates (November, January, March–June)	E

All offers are subject to clearance of references and enhanced DBS checks

FURTHER PARTICULARS

“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important.” — The late Professor Lord Bhattacharyya, Chairman, WMG

The WMG Academy for Young Engineers Multi-Academy Trust was established in 2014 to provide a revolutionary way of learning for the engineers and digital leaders of the future. Our Trust—comprising academies in Coventry and North Solihull—is built on a unique partnership between the University of Warwick and global industry giants such as Jaguar Land Rover, National Grid, and Rolls-Royce.

We cater to 13–19-year-olds who are passionate about Engineering, Science, and Digital Technology. Our mission is to produce well-educated, industry-ready learners who possess not only top-tier qualifications but also the professional skills required to dominate the modern workforce.
Our Curriculum & Vision

We offer a bespoke, employer-led curriculum that bridges the gap between the classroom and the boardroom:

- Year 9 Foundation: A themed curriculum designed to spark curiosity and build the technical vocabulary needed for GCSE success.
- Key Stage 4: A core focus on STEM, including Triple Science and Engineering, alongside options like Computer Science and Business.
- Key Stage 5: A flexible, high-performance pathway including A-Levels, technical qualifications, and the T-Level in Digital.

WMG Academy Coventry: A "Good" School (Ofsted 2022)

Located near the University of Warwick, our Coventry Academy is a hub of innovation.

- Industry-Standard Facilities: Our Engineering Hall contains over £1M of specialist equipment, supported by three dedicated CAD/CAM suites.
- Sixth Form Excellence: Our Post-16 provision consistently ranks at the top of the city's performance tables.
- Beyond the Classroom: We offer world-class enrichment, including F1 in Schools, GreenPower, and the European Space Agency's CanSat project.

Working Hours & Availability

While WMG Academy operates on a standard working day (8:30 am to 4:30 pm), working hours for Exam Invigilators are flexible and directly linked to individual examination timetables. Morning shifts typically start around 8:00 am – 8:30 am, with afternoon shifts concluding after all papers are collected and processed. Specific schedules are agreed upon in advance ahead of each exam series.

How to Apply

Expressions of interest via CV are welcomed for initial review; however, a fully completed **WMG Academy Application Form** is required to be formally considered.

In accordance with *Keeping Children Safe in Education* (KCSIE) statutory guidelines, all offers of employment are subject to satisfactory references, identity checks, and an Enhanced DBS check with Children's Barred List clearance.

For more information, to request an official application form, or to arrange a visit, please contact us:

- Phone: 02476 464 661
- Email: coventryrecruitment@wmgacademy.org.uk