FALKIRK COUNCIL

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council of the future

Job Profile

Job Title:	Lead Invigilator
Reporting to:	School Qualifications Co-Ordinator
Responsible for Line Management of:	N/A
Your Job is to:	Ensure the safe, fair and compliant delivery of examinations by leading and coordinating the invigilation team, maintaining examination security, overseeing room preparation and materials, managing candidate needs and incidents, and serving as the main point of contact for staff and invigilators throughout the exam session, using sound judgement to resolve issues and uphold all regulations and safeguarding expectations.
Grade:	E

What you will do :

Job Specific Tasks

1. Oversee the conduct of examination sessions, ensuring they run safely, fairly and in accordance with all required procedures and regulations.
2. Ensure full compliance with examination regulations and safeguarding expectations, taking appropriate action where concerns arise.
3. Act as the main point of contact for school staff, examination officers and the invigilation team, providing clear guidance and support throughout the session.
4. Check and verify all examination papers, materials and registers, ensuring they are accurate, complete and prepared for use.
5. Coordinate, supervise and support the invigilation team, ensuring duties are carried out consistently and effectively.
6. Manage late arrivals, access arrangements and special considerations, applying procedures appropriately and escalating matters when required.
7. Ensure the examination environment meets all compliance requirements, including correct room setup, spacing, posters, clocks and any centre-specific expectations.
8. Respond to and manage examination incidents, such as suspected malpractice, candidate illness or disruptions, recording and reporting them in line with guidance.
9. Maintain accurate timing, required announcements and examination logs, ensuring consistent application of procedures.

10. Make informed decisions on examination protocol when issues arise, using sound professional judgement and escalating matters when appropriate.

Job Demands

1. You will be based in a School/ELC Centre.
2. You will be required to plan and organise your own workload and that of others.
3. You will be required to deal with conflicting priorities and deadlines.
4. You will regularly be responsible for cash handling or processing financial transactions such as invoices
5. You will delegate and allocate work to others.
6. You will have excellent written and verbal communication skills.
7. You may encounter distressed/upset individuals.
8. You will provide support services to internal colleagues.
9. You will apply and ensure adherence to regulations or Council policy
10. You will be responsible for handling and processing information.
11. You will be responsible for moderately expensive equipment.
12. You will be required to use your own initiative.
13. You will be required to exercise sound professional judgement.
14. You will be required to maintain confidentiality at all times.
15. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Basic numeracy and literacy • Gain/maintain PVG membership for working with Children		Application Form Interview
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Organisational skills • Problem solving skills • Attention to detail • Relevant experience is required. • Experience working as part of a team. • Experience working with children and young people. • Experience of working in an education environment • Experience of, or working knowledge of, school invigilation	• Customer care skills • People management skills • Basic computer literacy. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		**How we assess this**
• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		Application Form Interview