



**HALL GREEN SCHOOL
JOB DESCRIPTION
POST: EXAM INVIGILATOR**

Post Title	Examinations Invigilator
Purpose	To provide support to the examinations process
Reporting to	Examinations Officer
Core tasks and responsibilities: • To support the Head Invigilator with the day-to-day operation of examination venues • To assist with setting-up the examination rooms by laying out stationery, equipment and examination papers in accordance with JCQ regulations • To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues • Ensuring that candidates do not talk once inside examination venues • Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures • Checking attendance during examinations and recording details of late arrivals and early leavers and collecting scripts from early leavers • Collecting and collating scripts at the end of the examination in accordance with strict procedures • Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.	
Generic responsibilities of all Hall Green School Staff	• To work consistently to uphold the school's mission statement. • To follow all school policies. • To work in a cooperative and polite manner with staff and all other Stakeholders. • To work with students in a courteous, positive, caring and responsible manner at all times. • To follow child protection measures and in so doing ensure that pupil's safety and wellbeing is never compromised. • To take an active part in the school's commitment to the development of staff and the appraisal procedure. • To work with visitors to school in a way that upholds the school's reputation. • To seek to improve the quality of the service the school provides. • To present oneself in a professional way that is consistent with the values and expectations of the school. • To carry out, in good grace, any other duty deemed reasonable by the Headteacher.
The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	