



Holmer Green Senior School is committed to the welfare and safeguarding of all its students and therefore all appointments are made subject to satisfactory Enhanced DBS, qualification and pre-employment checks

We will carry out an online search (including social media) as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview. Shortlisted candidates will also be asked to complete a safer recruitment self-declaration form before interview

Exam Invigilator

Principal Responsibility: To assist the Examinations Manager in ensuring rules and regulations are adhered to during exams

Responsible to: The Examinations Manager

This job description is a guide to the duties you will be expected to perform.

1. To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard
2. Under the direction of Examinations Manager, to take responsibility for the conduct of a particular examination session in the presence of candidates.
3. To ensure, at all times, the safe custody of Question Papers and other Examination Materials.
4. To ensure that examination rooms are adequately prepared for examination purposes, and ready to admit candidates at a scheduled time.
5. To ensure that all rules and regulations relating to the conduct of examinations are strictly applied and followed.
6. To deal with any emergencies that may arise during the examination.
7. Any associated duties that may be assigned by the Senior Management Team.

Person Specification

Criteria	Essential/ Desirable	How Identified
Safeguarding To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard	Essential	
Qualifications:- No formal qualifications required		
Experience:- No formal experience required		
Knowledge/skills/abilities:- Good oral communication skills	Essential	Informal Interview
Ability to issue instructions to a wide range of examination candidates in a confident manner	Essential	Informal Interview

Signed:

Date

Signed: 

Date: Headteacher