



FOREST HILL SCHOOL

Dacres Road, London SE23 2XN

Boys 11-16, Mixed 16-18

Tel. 020 8699 9343

www.foresthill.lewisham.sch.uk

POST TITLE: Examination Invigilator

RESPONSIBLE to: Examination Officer

SALARY GRADE: Scale 2

The post holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and good policies.

The Governing Body reserve the right to amend the job description at any time after consultation with the post holder.

MAIN PURPOSE	To prepare for, and invigilate for examinations at Forest Hill School during examination periods as advertised.
MAIN ACTIVITIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Setting out exam papers and materials in the examination rooms before exams. 2. Admitting students to the exam room in a quiet and orderly manner. 3. Invigilating and conducting the exams according to the Joint Council for Qualifications Regulations. 4. Registering the candidates present on official forms. 5. Remaining vigilant during the exams. 6. Collecting and checking scripts at the end of the exams and preparing for posting. 7. Preparation of materials for exams the following session. 8. Any other duties as may be required, commensurate with the competence and grade of the postholder.
ELIGIBILITY	<ul style="list-style-type: none"> • Applicants must be reliable, punctual, calm and organised

	<p>and enjoy working as part of a team</p> <ul style="list-style-type: none"> • Applicants must be able to commit themselves to working throughout the examination period. Specific times or days may be excluded due to other commitments but this must be made clear at the time of application • Applicants who are willing to invigilate frequently or have previous invigilation experience will be particularly welcome
SELECTION CRITERIA (Skills, knowledge, experience etc. required)	<ol style="list-style-type: none"> 1. An interest in working in a school environment and in supporting candidates at this particularly stressful time. 2. A high standard of spoken and written English. All communication with candidates in the examination halls is verbal. 3. Experience of working within a team and on own initiative. 4. Good organisational skills. 5. An excellent record of attendance and punctuality. 6. Previous invigilation experience would be an advantage but not essential.