

**EXAM INVIGILATORS (CASUAL)
REQUIRED AS SOON AS POSSIBLE**

**HALL GREEN SCHOOL (AN ACADEMY)
SOUTHAM ROAD
HALL GREEN
BIRMINGHAM
B28 OAA**

Posted: Thursday 20 January 2022
Dates: Apply by 12.00 noon, Tuesday 8 February 2022
Salary: £8.91 per hour
Location: Birmingham
Contract Type: Casual
Organisation type: Mainstream with Resource Base
Phase: Secondary
Funding status: State Converter Academy since February 2012
Gender: Mixed

Hall Green School is seeking to increase our pool of Exam Invigilators to work on a casual basis during the school academic year to ensure the smooth running of examinations in accordance with publicised guidelines. These positions are offered on a casual basis and days/hours will be variable depending on examination demands. The role will require someone who has:

- Previous experience of exam invigilation although training will be provided.
- Good communication skills and should be able to address groups of pupils in a precise and confident manner.
- Excellent time-keeping and a flexible approach are both essential.

Hall Green School is a very popular, heavily oversubscribed and academically successful 11-16 Converter Academy. We are a highly diverse institution, both ethnically and as a fully accessible mainstream school, attracting pupils from across the city with physical disabilities. We have wonderful students who fully contribute to the school's 'caring, nurturing and inclusive culture' described by Ofsted (2019) as 'a welcoming and inclusive school' where 'pupils are happy, and they achieve well' and the 'positive relationships between pupils and staff are a hallmark of the school'.

Most importantly, we are looking for a candidate who shares the school's approach and commitment to the success and wellbeing of its young people. You are warmly invited to speak to the Headteacher and to make an appointment to visit the school in action.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak and write fluently in English is an essential requirement for this role.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. The successful applicant will be subject to the following checks: enhanced DBS, Childcare Disqualification (where applicable), a prohibition from teaching (where applicable), qualifications (where applicable), medical fitness, identity and right to work. All applicants will also be required to provide two suitable references.

The closing date for applications is 12.00 noon on Tuesday 8 February 2022.

For further details and an application pack please see the school website www.hallgreen.bham.sch.uk or email recruitment@hallgreen.bham.sch.uk.

Please note that all applicants must complete the school's application form only. Any other form of application or CVs alone will not be accepted.