

## Exams Invigilator, £11 per hour

**As & When required during May to July and October to December – the hours will be seasonable and you will need to be flexible in line with the requirements of the examination timetable.**

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Dear Applicant

We are looking for a reliable and responsible exams invigilator, with excellent attention to detail, to join our growing team at Whitefriars School.

The ideal applicant will be well informed about current exam processes and procedures. You will ensure that we meet the requirements of the JCQ, examinations boards and our candidates.

You will be flexible and have good communication, interpersonal and IT skills.

- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- Hours of work are by negotiation and agreement during the autumn and summer exam series.
- Morning exam sessions start 9.00am. Afternoon exam sessions start 1.30pm. Examinations vary in length; invigilators are normally required for an additional half an hour either side of the exam start and finish times

We are committed to safeguarding and promoting the welfare of children. All candidates will be subject to an Enhanced Disclosure and Barring Service (DBS) check.

Thank you for your interest in our school - we look forward to receiving your application.