

St Alban's Catholic High School



“Learning, Respecting, Caring”

EXAM INVIGILATORS

Casual Hours Contract
£ 9.62 per hour + £ 1.16 Holiday Pay per hour

St Alban's are looking to expand our team of Exam Invigilators and are seeking professional, organised and flexible people who would be able to provide support during the busy exam periods throughout the academic year on an ad hoc basis.

Purpose

The purpose of this role is to ensure that candidates have an equal, safe and secure environment in which to sit their examinations in accordance with the Joint Council for Qualifications (JCQ) guidelines for conducting examinations

Main Duties and Responsibilities

- To ensure that the examination room is set up correctly
- To supervise candidates entry into the examination room
- To direct candidates to their designated seat
- To make sure candidates are aware that they are under examination conditions
- To open and distribute exam papers to candidates
- To complete an attendance register
- To make sure that candidates are aware of the start and finish time of the examination
- To ensure that the examination regulations laid down by the Examination Boards and JCQ are observed
- To be vigilant, but not intrusive throughout the period of the examination
- To be able to deal with any queries that may arise during the examinations
- To distribute additional paper/equipment as required
- To collect exam scripts at the end of the examination
- To supervise the orderly exit of candidates from the examination room
- To return completed exam scripts to the Exam Officer at the end of an examination

Desirable Qualities

- Reliable and punctual
- Polite and friendly with a flexible approach to work
- Experience of working with young people would be desirable
- Good literacy/numeracy skills

You will be required to work mainly during May and June although there may be additional work at other times of year for example January, March, November and December for public and internal exams. There are no guaranteed hours; working days and hours are flexible as they must fit to the examination timetable.

All offers of employment will be subject to an Enhanced Disclosure and Barring check, evidence of Right to Work in the UK and satisfactory completion of all other pre-employment checks.

Application information is available on the school website.

<https://www.st-albans.suffolk.sch.uk/vacancies>

Completed application and disclosure forms must be emailed to:

exams@st-albans.suffolk.sch.uk