

VACANCY

EXAMINATION INVIGILATORS

PART-TIME: PERIODICALLY THROUGHOUT THE YEAR

£9.14 ph



Stanchester
Academy

We are seeking reliable people to join our invigilation team to support the Academy with invigilation of external and internal examinations. Invigilators are required to follow strict examination regulations to ensure the integrity and security of examinations for our students. We are looking for people who are flexible, calm, punctual, reliable, highly organised and able to deal with students in a calm and professional manner. You must have excellent communication skills and attention to detail, and should be able to stand for periods of time.

Duties will include:

- Assisting with the setting up of examination venues and distributing exam papers in accordance with strict procedures
- Observing students during exam sessions to ensure the integrity of the exam
- Collecting completed papers at the end of the exam

External (GCSE) examinations will take place from 13 May 2019 – 26 June 2019. We also have internal examinations which will take place between November 2018 – March 2019 (dates tbc). It is essential that you are available between 08:30 – 15:15 on at least 2 working days in any one week during the above periods, and that you regularly access an email account.

Full invigilation and safeguarding training is provided on an annual basis and will take place on Tuesday 16 October 2018. This is a mandatory session and, in accordance with regulations, we cannot offer any work during 2018/19 to non-attenders.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate.

For an application form, please email Mrs S Fear, Data & Exams Manager, at sfear1@educ.somerset.gov.uk by Friday 13 July 2018.