



WARBLINGTON
SCHOOL

EXAM INVIGILATORS

£11.69 per hour

Casual Contract

Are you a retired teacher, stay at home parent or graduate looking for some extra hours to keep you busy?

We are looking for enthusiastic and organised individuals to join our Exam Invigilators Team. You will be employed on a casual basis to supervise students taking both mock and actual GSCE exams. Exams are taken at various times during the academic year and as a result, applicants must be prepared to work on a temporary-ad hoc basis (seasonal) as the hours are not guaranteed.

Duties you would be responsible for:

- Assist with the preparation of examination rooms and ensure that any awarding body requirements are met, i.e. centre number and clock clearly visible.
- Admit candidates to the room and dismiss in a managed, quiet and orderly manner.
- Ensure exam conditions are maintained until candidates leave the room.
- Alerting the Examinations Officer and Lead invigilators immediately of any irregularities and complete the invigilators report appropriately.
- Responsible for the collection of exam papers and in ensuring that exam regulations are followed.

Full training will be provided and the successful candidates will work as part of a pool of invigilators and will need to be reliable and punctual, highly flexible and able to relate to learners.

For further information about the School and for an application form, please visit our website

www.warblingtonschool.co.uk

Please note that we do not accept CVs.

Closing Date: Friday 1st December 2023

Interview Date: TBC