



**EXAM INVIGILATORS REQUIRED ASAP
CASUAL CONTRACT
RATE OF PAY - £12.98 per hour inclusive of holiday pay**

We are looking to appoint Exam Invigilators to join our existing team based at Henry Cort Community College. Under the guidance of the Examinations Officer, Exam Invigilators provide support with the day to day operation of examinations. Applicants should be reliable and possess a calm but firm approach and be a confident and reassuring presence to candidates in the exam rooms.

As an Exam Invigilator, your duties will involve:

- Preparing and setting up the exam rooms in accordance with the Joint Council for Qualification (JCQ) awarding body.
- Distribution and collection of exam scripts and examination equipment to candidates.
- Supervision of students during examinations, ensuring that the candidates are under formal exam conditions whilst entering, during and exiting the examination room.
- Ensuring candidates do not communicate with each other.
- Ensure that the candidates do not have any unauthorised materials in their possession.
- Accompanying a candidate for a temporary period outside of the examination room.
- Reporting any incident, disruption or irregularities to the Lead Invigilator.
- Centre supervision of exam timetable clash candidates between exam sessions.
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and being followed at all times.
- Undertake training, update and review sessions as required.

The role is for a casual contract, so hours and days will vary dependent on need. Examinations take place throughout the academic year:

October – November (Year 11 PPEs)
February – March (Year 11 PPEs)
May – June (Year 11 GCSEs)
June – July (Year 10 PPEs)

No experience in the role is required as full training will be given, however experience of working in a school or with young people would be an advantage. The successful applicants should be professional, flexible and readily available during main exam periods. You should have effective communication skills, good interpersonal skills and work well as part of a team.

This college, and Hampshire County Council, are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure and Barring Check as well as other relevant pre-employment checks including online searches.

If this role excites you and you think it may be for you, please send us your completed application form and a covering letter stating why you are perfect for this job. We reserve the right to close the advert early when we receive a suitable number of applications.

Application forms and supporting documentation can be found on the college website www.henry-cort.hants.sch.uk under Opportunities. Please send completed applications to: recruitment@henrycort.org

**Closing date for applications: Noon, Friday 12 April 2024
Interview date: TBC**

ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE