



Examinations Invigilator **Salary Support Staff Pay Scale B** **£10.78 per hour (including holiday pay)** **Hours: Casual**

We are looking to recruit reliable and trustworthy exams invigilators to support the Examinations Officer. You will need to work flexibly according to the examinations timetable throughout the academic year. As an invigilator you will be required to support the examination processes. You must follow the required guidelines and regulations for the integrity and security of examinations and procedures during invigilation.

The role requires you to provide a professional examination service ensuring a calm environment to give candidates the best possible opportunity to be successful in their exams.

We are looking for someone who:

- can be reliable and punctual;
- has good people skills;
- has good attention to detail;
- has the ability to deal with difficult situations in a calm manner;
- is able to work under pressure;
- has first class administrative skills;
- can quickly follow written instructions, assimilate information and work meticulously to ensure errors are not made in the administration of examinations.

It would be desirable but not essential to have past experience from an examination environment.

Closing Date for Applications: Noon Monday 24th January 2022

Application forms and further details are available from the school website www.testbourne.school or alternatively contact recruitment@testbourne.school

We reserve the right to interview and appoint candidates before the closing date or scheduled interviews where applicable.

Testbourne Community School is committed to safeguarding children and promoting the welfare of children and expects 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 Disclosure Barring Service checks, along with other relevant employment checks. Testbourne Community School is an equal opportunities employer and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.