



EXAMINATION INVIGILATORS

SALARY: Scale 3 - £12.16 per hour

CASUAL APPOINTMENT:

We wish to appoint Examination Invigilators to assist with day-to-day operations when examinations are taking place at Robert Clack School. Examinations take place at various times throughout the school year, however you must be able to commit to invigilating examinations in January, May & June 2022. These posts are casual/as and when and working hours will be negotiated for each exam period.

We require the successful candidates to assist with the preparation for examinations, along with starting and finishing examinations. They will also need to be present during examinations. All exam board regulations must be adhered to; training will be provided regarding this.

You should possess prior experience of working successfully with young people. The post would be ideally suited to applicants who are highly organised, vigilant and reliable and who have excellent attention to detail. You must also possess the ability to remain calm under pressure and the flexibility to be called in at short notice.

To view the Job Description, Person Specification and download an Application Form please select Join Us, Vacancies, Non-Teaching Vacancies in the following link: <https://www.robertclack.co.uk/non-teaching-vacancies>

Please submit completed applications by e-mail to: eselson@robertclack.co.uk

CV's will only be accepted if accompanied by an Application Form.

REQUIRED FROM: January 2022 onwards

APPLICATION CLOSING DATE: Wednesday 6 October 2021

INTERVIEWS TO BE HELD: During October 2021

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers and an enhanced Disclosure & Barring Service check.