



EXAMS INVIGILATORS

- required for future exams and Summer 2024
- Monday to Friday casual hours
- £10.42 per hour including holiday supplement

We are seeking to strengthen our bank of dedicated Exams Invigilators employed on a casual basis to assist in the smooth running of examinations in accordance with regulatory requirements throughout the academic year and, in particular, to support mock exams in February 2024 and also the Summer 2024 exams taking place in May/June 2024.

Under the guidance of the Exams Officer, Invigilators are required to supervise students taking examinations, prepare exam rooms and distribute and collect exam papers. The ideal applicant will be highly organised, vigilant and reliable and have excellent attention to detail. Applicants will also possess the ability to remain composed under pressure to ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams.

We are particularly interested in flexible applicants who are available any day of the week (Mon-Fri). The hours will be varied but the morning sessions generally start at 8.45am and the afternoon sessions at 1.15pm. Invigilators receive annual training under the direction of our supportive Exams Officer and are contacted prior to the exam period to discuss their availability.

Experience is not necessary as full training will be provided.

Closing date: noon 4 Dec 2023
Interview date: w/c 4 or 11 Dec 2023

Early applications are strongly encouraged and we reserve the right to close the advert should we feel able to appoint an appropriate candidate before the above dates.

The Quantock Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

The advertised post is subject to an enhanced DBS check, References, Right to Work in the UK, online searches and other pre-employment checks.

For application details and further information please visit:

WWW.QUANTOCKEDTRUST.CO.UK

[email:QETrecruitment@quantockedtrust.co.uk](mailto:QETrecruitment@quantockedtrust.co.uk)

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