



ARTHUR MELLOWS VILLAGE COLLEGE

Part of the Four Cs Multi Academy Trust

College Roll: 1311 Sixth Form: 345

Head of College: Mr Gilligan



Exam Invigilator

Part time

Variable hours

Salary: £12.26 per hour

We are looking to appoint an Exam Invigilator to support the College during exam periods throughout the academic year. Assist with setting up examination venues by laying out exam papers, stationery and equipment in accordance with strict procedures. The main role is ensuring that students do not talk once inside examination venues and that queries during exams are dealt with in accordance with set procedures. Exam Invigilators assist candidates prior to the examination by directing them to their seats. Full training will be provided.

We can offer you:

- A dedicated programme of support.
- Friendly and supportive colleagues.
- Access to a free, confidential counselling service.
- Onsite car parking, free.

We are happy to answer any questions you may have prior to you submitting an application, please contact Faye Skinner, HR Officer, on 01733 254062 or by emailing vacancies@arthurmellows.org

We reserve the right to close the job advert early should we receive a high amount of applications. If you have previously applied for this role in the past 6 months, please do not reapply.

If you believe you can make a difference, please apply by **noon on Thursday 26 February 2025**.

Application forms and details of how to apply are available at www.arthurmellows.org

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.
Helpston Road, Glinton, Peterborough PE6 7JX Telephone 01733 252235

