Exam Invigilator

£14.88 per hour (inclusive of holiday pay)

Felpham Community College is a thriving 11–18 local authority, mixed comprehensive with 1500 students on roll and a successful, inclusive Sixth Form. We have high ambitions for our students and staff, and are exceptionally proud of our strong community identity, our values-driven approach, and our unwavering commitment to improving life chances for all. With modern facilities, talented colleagues and a clear moral purpose, this is a fantastic time to help shape the next stage of our development.

We are seeking to increase our bank of staff for examination invigilation. Our main external exams take place in May, June and January, but we hold "mock" examinations during October, November and February in addition to ad hoc days throughout the academic year. We require reliable, confident people to invigilate for public, mock, practical and computer based examinations. You will be required to work closely with young people with varying needs; the ability to be able to communicate effectively with students and school staff is essential. There are associated administrative tasks.

Closing date for applications is: **Monday 14th December 2026**

Interviews will be held on Tuesday 19th January 2027

Please visit our website (www.felpham.com) for more information and an application pack. We ask that candidates submit their application to jobs@felpham.org.uk as soon as possible as some interviews may take place before the closing date.

Visits to the school are welcomed, for more information please contact our Exams Manager Mandie Whelan at MWhelan@felpham.org.uk

This school and West Sussex 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 an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references; online searches may be done as part of due diligence checks.