



SOUTH WILTS GRAMMAR SCHOOL

Stratford Road, Salisbury, Wilts SP1 3JJ
Tel 01722 323326
e-mail: vacancies@swgs.wilts.sch.uk
www.swgs.wilts.sch.uk

Selective Academy 11-18 years; NOR 1184, including 389 in Sixth Form

Exams Invigilator

£14.18 per hour (including 12.07% holiday pay)

We are looking for Invigilators to join our team, to ensure the smooth running of both external and internal exams at the school. These are ad-hoc positions (zero hours contracts), but applicants must be available during all key exam and admissions periods.

Hours are booked with invigilators by the Exams Officer on an ad hoc basis as and when required. During peak times an invigilator may be asked to work up to 8 hours per day.

Invigilators are expected to have high availability for all peak periods (May and June for public exams and end of year assessments, two Saturdays in September for 11+ entrance exams, and a week each in November and January for mock exams). There are also other ad hoc requirements throughout the year. Invigilators are asked to notify the Exams Officer of any regular weekly commitments, to assist them with the task of making bookings.

Successful applicants must be available for face to face training in school on Wednesday 23 April.

Please see the school website <https://www.swgs.wilts.sch.uk/about/vacancies/> for full details and an application form (CVs cannot be accepted). For any queries, please contact Mrs Leah Redding, HR Manager, by email at vacancies@swgs.wilts.sch.uk.

South Wilts is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced disclosure from the DBS (Disclosure and Barring Service) is required for all successful applicants.

Closing Date: 9am, Monday 10 February 2025
Interviews: Thursday 27 February 2025
Start Date: Wednesday 23 April 2025

