**EXAM INVIGILATOR VACANCIES**

**£10.01 per hour – term-time only**

We are seeking to increase our existing pool of Exam Invigilators. These posts are casual contracts with hours and days varying according to the needs of the college.

Appointed invigilators will be responsible for supervising examinations under the direction of the Examinations Officer. Duties will include helping to prepare examination rooms prior to each exam session; distribution of papers, exam materials and stationery; and supervision of students during internal and external examinations, ensuring no communication or malpractice takes place.

**No experience is necessary, as full training will be given**, however, good communication skills and an ability to relate well to students is essential.

The successful candidates will have to meet the requirements of our Job and Person Specifications and be subject to an enhanced DBS check. A prohibition from teaching check will also be completed for all applicants. Minsthorpe Community College is committed to equality of opportunity and upholding the principles of the Equality Act 2010. We positively welcome applications from all sections of the community. Only applications submitted with a completed Minsthorpe Academy Trust Application Form will be considered.

Full-time permanent employees are provided with free membership of our state of the art on-site Sports & Fitness Centre, as well as the facility of an ‘outstanding’ Children’s Centre.

Further particulars for this post can be obtained by visiting our Web Site at [www.minsthorpe.cc](http://www.minsthorpe.cc)

Please send completed application forms to Cath Green, Director of HR & Associate Teams: **-** [cgreen@minsthorpe.cc](mailto:cgreen@minsthorpe.cc) **by midday – Friday 10th December 2021**