

**Job Title:** Exam Invigilators

**Location:** Cumbria

**Salary:** National Living Wage

**Start Date:** ASAP

**Contract Type:** Casual hours, term time only. Typically, during the months of Jan, March, May, June and November.

The Energy Coast UTC are seeking Exam Invigilators to join our established and dedicated team. Invigilation is an important role, one that can make a real difference to students.

This is a great opportunity for someone with time for casual work to contribute to creating the best possible exams experience for our students, whilst ensuring the examination board regulations are met.

As an exam invigilator you will be responsible for supervising pupils taking examinations, supporting pupils with access arrangements, preparing exam rooms, distributing and collecting exam papers, ensuring that the College's Examinations Policies, Procedures and JCQ regulations are adhered to at all times.

Our main exam season is May and June although internal exams are held all year round. Previous experience would be an advantage but full training will be provided. Any availability is considered and we do not require invigilators to work every exam period, we can be flexible to accommodate the periods you can work. Whilst the role is ad-hoc, hours will be agreed with the successful candidates in advance and there will be an opportunity to work regularly during the examination periods.

The successful candidate will have excellent communication skills and the ability to work closely with our other team members.

The school is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the Disclosure & Barring Services (DBS).

### How to Apply

For an informal discussion, to arrange a visit to look around the UTC or for an application pack please contact Cam Walker on 01900 606446 or by email – [Cam.Walker@energycoastutc.co.uk](mailto:Cam.Walker@energycoastutc.co.uk).

This is a rolling advert and we reserve the right to withdraw this advertisement at any time depending on application volumes, therefore an early submission of applications is encouraged.

Your completed application form and supporting information should be returned via email to the email address above and not directly to the school.