

POST DETAILS - EXAMINATION INVIGILATOR

We are seeking several invigilators to join our existing Examination Invigilation Team.

Experience

An ideal candidate will:

- be flexible
- have effective communication skills
- be a confident, reassuring and calm presence to candidates in the examination rooms
- be organised and able to show initiative
- be able to work independently, as well as part of a team

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

Please see the job description for full details of the post.

Hours

Hours of work will be negotiated during the core public examinations from the end of April until the end of June each academic year. Invigilation support during mock examinations may also be required which take place in November/December.

Rate of Pay

£9.50 per hour - This is a casual work contract.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Application Form for Support Staff
- Include the names, addresses, contact numbers and email addresses of your two referees

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Examination Invigilator

Please email completed application forms and relevant documentation to:

jobs@cirencesterkingshill.gloucs.sch.uk

Alternatively you can post them to:

Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

Closing date for receipt of applications is 9.00am Monday 27th February 2023

Interviews – week commencing 6th March 2023

(We reserve the right to close this recruitment earlier if there is a sufficient number of applications)

We look forward to hearing from you. If you require any further information please do not hesitate to contact the school.

Miriam Hall

Personnel Officer

Email: mhall@cirencesterkingshill.gloucs.sch.uk

Telephone: 01285 651511 ext. 203

February 2023