



EXAMS INVIGILATOR

CASUAL HOURS DURING EXAM PERIOD

SALARY: £13.86 PER HOUR

Are you professional, reliable, with good communication skills and an eye for detail? Would you like to work on a casual basis during our summer term?

We are recruiting examinations invigilators to work in Oakham at two of our Outstanding schools, Catmose College and Harington School, on a casual, zero-hours contract during the exams season that runs from April until late June.

The role includes supervising mature and courteous students taking their GCSEs and A level exams, taking registers and ensuring that the correct procedures are closely followed. No experience is necessary as full training is given. For further details of the role, including a full job description please visit www.rutlandfederation.com/vacancies.

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies.

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

HOW TO APPLY

Application forms and information are available online at www.rutlandfederation.com or by emailing office@rutlandfederation.com

- You should write a letter of application on no more than 2 sides of A4.
- You should complete all sections of the application form.
- On the form clearly state the names, addresses, telephone numbers and e-mail addresses of two professional referees; it is our usual practice to ask for references before shortlisting and always to ask for references before interviews.
- It is a condition of employment that you can provide proof of identity and qualifications gained.
- **Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.**
- Further information is within our Staff Recruitment Policy which can be found online at www.rutlandfederation.com/policies

Please note that due to the high number of applications we receive for positions, your application is unlikely to be considered if you do not follow these requirements. CVs are not accepted. You should send your application to Stuart Williams, Executive Principal, Catmose

College, Huntsmans Drive, Oakham, Rutland, LE15 6RP by 9am on Monday 24 February 2025.
Applications can also be emailed to office@rutlandfederation.com