

### **INVIGILATORS WANTED!**

**Rates of Pay: £10.00 (£12.00 per hour for Lead Invigilators)**

Rugby Free Secondary School is currently recruiting for Invigilators to help with the running of examinations.

We will have ongoing GCSE and A Level Examinations, both internal 'mock' exams and those set externally by exam boards. We are looking to build upon our team of enthusiastic and committed invigilators to help support our students. For the 2021/2022 academic year we anticipate holding exams in: November, January, March, May, June and July.

The role of the invigilator is to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination before, during and after the examination
- prevent possible candidate malpractice and administrative failures

Successful candidates will relate positively to all learners, be extremely reliable, enthusiastic and flexible with good verbal communication skills. They will ensure that strict procedures for the integrity and security of the examination papers are followed, and they will be comfortable addressing large groups of students. Previous experience as an invigilator and/or working in a school would be an advantage.

Invigilators are employed on a casual basis, with hours and days of work subject to the timings of each examination. This position will be reporting to the Exams Officer.

If you feel that you could add value and have the necessary energy, enthusiasm together with a sense of humour to join us, then please apply using the below school link and forward your applications to Mrs Baljit Mander at: [baljit.mander@rugbyfreesecondary.co.uk](mailto:baljit.mander@rugbyfreesecondary.co.uk)

<https://www.rugbyfreesecondary.co.uk/vacancies>

Interviews will commence late August.

For queries, please email the Exams Officer, Ms McLellan on: [leigh.mclellan@rugbyfreesecondary.co.uk](mailto:leigh.mclellan@rugbyfreesecondary.co.uk).



[www.rugbyfreesecondary.co.uk](http://www.rugbyfreesecondary.co.uk)

**Tel: 01788 222060 | [info@rugbyfreesecondary.co.uk](mailto:info@rugbyfreesecondary.co.uk)**

**Registered Address:** Learning Today, Leading Tomorrow (LT2) Trust, Rugby Free Secondary School, Rugby, Warwickshire CV22 5PE

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