

St Matthias School



Exams Invigilators

Salary: NJC Grade 2 - £12.65 per hour

Hours: variable

Contract type: temporary – zero hours contract

Reporting to: Exams Officer/Assistant Headteacher

In preparation for next summer term we are looking to appoint individuals to support the supervision of our school's examinations.

Responsibilities, under the guidance and support of our Examinations staff, to include:

- preparing the rooms prior to examinations in accordance with regulations
- distribution of scripts and supervision of students during examinations

We also particularly welcome applications from those who will be confident in supporting students requiring access arrangements, including scribing and reading for candidates when required.

Previous experience is not essential as appropriate training will be provided. Being organised and methodical with good attention to detail is essential.

These positions are offered on a zero hours contract basis and days/hours will be variable depending on examination demands.

Our school is committed to safeguarding and promoting the welfare of children. This post is subject to all necessary safeguarding checks this includes satisfactory references requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, online searches, evidence of qualifications and of the right to work in the UK.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

To apply please follow the links on our advertising platforms

For further information please call the School on 01902 556400 or email recruitment@st-matthias.com

Closing Date: The posting will close on receipt of sufficient applications so please apply at the earliest opportunity.

For further information about our school please check our [website](#).