



## **EXAM INVIGILATORS (CASUAL)**

**Rate of pay - £11.44 per hour** *(plus accrued holiday pay)*

Come and join a fantastic team of invigilators who whilst being on a casual contract still feel part of the Latimer community.

Invigilators are required for flexible working throughout the year for Mock seasons, Coursework supervision, BTEC unit exams and Language exams with the main exam season running from May to July.

As the work is ad-hoc throughout the year and it is not regular hours, this position might suit someone looking to top up an existing source of income, a retiree who wants to keep active, or a parent looking for a way back into the workplace in a job that is term time only.

Duties include setting up examination rooms and handling confidential exam papers and supervising the students during their exams in accordance with examination rules. You may be asked to oversee students undertaking exams on computers or taking part in their language exams. The school may also ask invigilators if they are willing and able to help out with school trips and events.

You must be extremely flexible, aware of equal opportunities and confident in dealing with people and unexpected situations. You must be capable of standing and walking for long periods and should also have tact, responsibility, sense of humour and good organisational skills. Training will be provided to successful applicants.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.

For an informal chat, contact Tracey Levick (Exams Officer) on 01536 720308 or email [tlevick@latimer.org.uk](mailto:tlevick@latimer.org.uk).

For an application form, please click on the Non-Teaching Staff Application Form link or alternatively email [vacancies@latimer.org.uk](mailto:vacancies@latimer.org.uk) or telephone 01536 720310.

Please note we do not accept CVs as part of our application process.