



## **EXAM INVIGILATORS (CASUAL)**

**Rate of pay - £9.50 per hour**

Invigilators are required for flexible working during November and December and the main exam season of May and June.

As the work is concentrated at certain points of the year and there are not regular hours, this position might suit someone looking to top up an existing source of income.

Duties include setting up examination materials and supervising students through exams in accordance with examination rules.

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.