



St Ursula's Convent School

A Humanities College and Teaching School

Exam Invigilators required

Scale 1 / Point 2 / £11.52 per hour

We are looking to recruit Exam Invigilators to work on a *supply/bank basis* during the school's examination periods, which take place in November, March, May and June.

Previous experience is not necessary as full training will be given. This role offers flexible working arrangements.

Main Activities: To uphold the integrity and security of the examination/assessment process. Provide support to the examinations process in accordance with the Joint Council for Qualifications (JCQ) rule and regulations. Prepare the examination rooms prior to each exam session. Distribute papers, exam materials and stationery correctly. Ensure no communication or malpractice takes place. Report any disruption/incidents. Collect and collate exam papers ready to be posted.

Dress Code: Smart

Special Conditions: There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional manner.

St Ursula's Convent School is committed to safeguarding and protecting the wellbeing of children and young people and expects all staff to share their commitment. An enhanced DBS is required for all successful applicants.

An application form can be found on the school website www.stursulas.com or for further details please contact Luisa Element (Head's PA lelement@stursulas.com). Please note that we are only able to accept fully completed school application forms; stand-alone CVs will not be accepted.

Closing Date: Friday 29th October 2021

Suitable candidates may be interviewed before the closing date and the School reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

Interview Date: TBC (applicants may be offered an interview before the closing date)

