

Exam Invigilators

Required: ASAP

£11.95 per hour + Holiday Pay

We are looking to appoint Exam Invigilators to join our experienced team, assisting with both internal and external examinations throughout the academic year.

Duties include dissemination and collection of exam papers, ensuring that there is full compliance with exam conditions in the room and following instructions from the Exams Officer. The ideal candidate will ensure the proper conduct of school tests and examinations, ensuring the pupils have a thorough understanding and are behaving in an appropriate manner.

Successful candidates will possess excellent communication skills, be able to work in a methodical and organised manner and be able to work on their own and as part of a team.

Previous experience would be an advantage but it is not essential as full training will be provided. Applicants should be available to work at agreed times with an 8.00am start time for morning exams, and 12.00pm for afternoon exams, throughout January, April, May, June and December on an ad hoc basis.

Hours are allocated in advance on a casual contract.

We reserve the right to close this vacancy early upon appointment of a successful applicant.

Application forms are available via [TES.com](https://www.tes.com) or [essexschoolsjobs.co.uk](https://www.essexschoolsjobs.co.uk)

St Martin's School is an academy that forms part of the Discovery Educational Trust.

The Local Schools Committee will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

Closing Date: Friday 15th November 2024

Interviews: WC 18/11/24

St Martin's School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced disclosure from the Disclosure and Barring Service.