



## Robert May's School

### **EXAM INVIGILATORS**

**£8.48 per hour**

Do you have an educational background or an interest in education?

We are looking to appoint Exam Invigilators to join our successful team assisting with the administration and supervision of examinations at various times throughout the academic year. Applications from those with experience would be welcome but training will be provided.

You must be punctual, reliable, with good communication skills and a flexible approach to work. Applicants need to have a calm and authoritative manner and be able to work alongside teaching staff and other invigilators to promote a supportive atmosphere for our students so that they achieve their best.

The main responsibilities of the role are:-

- Setting up exam rooms in accordance with the Exam Board regulations and guidelines.
- Starting and finishing each allocated examination in accordance with the Exam Board regulations and guidelines.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures.
- Completing an Invigilators Log for each exam if required.
- Ensuring that the examination room is clear and tidied for the next session and that equipment is returned.
- Collection of all scripts which should be collated for dispatch.
- Attending meetings with the Examinations Officer when requested.

The current session will run from 13<sup>th</sup> May through to 17<sup>th</sup> June 2019 with both morning and afternoon slots available.

Robert May's School is a popular and over-subscribed 11-16 school in a beautiful and easy-to-access part of Hampshire, close to Jct 5 of the M3. We have a strong record of academic achievement and our ethos of mutual respect, hard work and attention to excellence is well-known in the area.

To apply or to register interest in our upcoming Open Day event for prospective Exam Invigilators to be held on **Tuesday 19<sup>th</sup> March at 1:00pm**, please contact Lisa Shackleton, HR Officer on 01256 702700 or email [recruitment@rmays.com](mailto:recruitment@rmays.com). Application forms are available on the school website [www.rmays.org](http://www.rmays.org)

Closing date: Friday 22<sup>nd</sup> March 2019 (noon)

**Robert May's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**