



Examination Invigilator

Salary: **Grade 4 Point 3**

Hours: Various depending on examination demand. Relief Contract

Applications are invited for the post of Exam Invigilator to assist in a range of Internal and External examinations at Parkside Community School.

Invigilators are required to ensure that exams are carried out according to the rules set out by the exam board, which allows each candidate to sit the exam in the same conditions as other candidates throughout the country.

You will work as part of a team of invigilators who will ensure examinations are carried out according to the Exams Code of Conduct regulated by the Joint Council for Qualifications (JCQ).

Duties will include reading and scribing for students who have access arrangements. Candidates are expected to have GCSE Grade C English Language and Mathematics.

This position would suit candidates who are looking for part-time and flexible work to fit around other commitments, graduates or students wishing to fit work around their own examinations, retired teachers, supply teachers, teaching assistants or others with experience of working in a school environment or position of responsibility. Full training will be provided.

Busy examination periods include the end of November, December, February, May & June.

Appointment will, of course, be subject to appropriate child safeguarding procedures.

Closing date: 5 February 2025 – 9am

Interview date: week commencing 10 February 2025