



MERCHANT TAYLORS'
OXFORDSHIRE
ACADEMY TRUST



Examinations Invigilator

Casual Basis

Hourly Rate: £11.77 per Hour

Closing Date: Ongoing

We are looking for an enthusiastic, friendly and hard-working exam invigilator to join our busy Exams Team.

An Ideal Candidate Will:

- Be reliable, flexible and readily available during main exam periods
- Have good communication and interpersonal skills
- Work well as part of a team
- Be confident and a reassuring presence to candidates in exam rooms

Main Duties:

- To conduct exams in accordance with awarding body regulations and instructions
- To have a key role in upholding the integrity and security of the examination process
- Supervise and observe candidates at all times and be vigilant throughout exams
- Undertake training, update and review sessions as required

General Requirements:

- Experience of invigilation is not required as training will be given
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

Hours of Work:

- We would ask for availability for a minimum of 6 sessions per week
- Morning sessions start from 8.30am, afternoons from 12.40 pm
- Exams are not guaranteed to finish before end of school

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a Disclosure and Barring Service Check (previously named as a CRB check) along with other relevant employment checks.

TO APPLY

An application form can be found on the school website <https://aylesburyutc.co.uk> or email recruit@MTOAT.co.uk for further information

Sending every young person into the world able and qualified