

### **Exam Invigilators**

**Location** - Near West Byfleet, Surrey (excellent transport links)

**Term-time, casual work** - 'as and when required' basis

**Rate of pay** - £10.73 per hour

We are seeking exam invigilators to join our friendly and dedicated team with the preparation and delivery of internal and external public exams, working at key times throughout the academic year. Full training provided.

Our invigilators have a key role in upholding the integrity and security of the examination/assessment process, conducting examinations in accordance with JCQ and Fullbrook regulations and instructions. We are looking for reliable candidates with a flexible approach to work and a positive attitude, who can work collaboratively as part of the team to set up and invigilate exams.

Specific skills:

- Excellent organisation and time-management skills
- A high level of oral/written communication skills
- Accuracy and attention to detail
- Ability to remain calm under pressure and work to tight deadlines

Invigilation work is available in morning and afternoon shifts with typical start times of 8:00am for morning and 12:30pm for afternoon. It is preferred that invigilators can commit to a minimum of four sessions each week during the main exam periods.

Fullbrook is successful and highly popular mixed 11-18 Academy classified by Ofsted in March 2017 as "Good". As a leading member of the Athena-GEP Schools Trust, we work closely with our partner schools to offer unrivalled and fully tailored CPD and excellent opportunities for career development. Membership of the Trust also offers a unique opportunity to share expertise and resources on a broader scale. Our culture is friendly and supportive with a strong commitment to staff wellbeing and development.

If you want to join a team who care deeply about creating the conditions for our students to perform at their very best in their exams, please apply using the details below or get in touch to find out more. We are happy to arrange an initial conversation or a visit to see the school prior to interview if required.

**Closing date for applications:** The position will close as soon as a suitable field of candidates has been achieved. Interviews will commence on receipt of applications.

Contact: Lisa Seddon, Exams Officer

Email: [exams@fullbrook.surrey.sch.uk](mailto:exams@fullbrook.surrey.sch.uk)

Fullbrook is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. The successful applicants will be subject to an enhanced DBS Check via the Disclosure and Barring Service.