



Examination Invigilator

Rate of Pay: £8.55 per hour (SCP 7 - Casual Contract)

Hours of work: as agreed (principally in December, February, March, May and June)

Reports to: Examinations Officer

Main Purpose of the Job:

To assist the Examinations Officer in the running of public and internal examinations in the school.

Specific Responsibilities:

- To help the Examinations Officer to prepare the examination room.
- To admit candidates to the room provided in a quiet and orderly way.
- To conduct the exam according to the Joint Council for Qualifications regulations.
- Assist the Examinations Officer to register the candidates present in the room. Ensure that any absences are reported.
- To be constantly vigilant when the exam is running.
- May be required to read/scribe for students who qualify for access arrangements due to special educational needs and disabilities.

It is also a requirement for Invigilators to complete the East Riding Safeguarding Children's Board e-learning amongst other training requirements.

Before the Invigilators' timetable is prepared, the Examinations Officer will ask Invigilators to indicate the days when they will be available.

Application forms are available from the school. Please telephone Sarah Florence on 01430 876025, email sflorence@tmws.co.uk

Suitable for but not limited to: retirees, part time workers wanting extra hours, college/university students, anyone wanting extra hours to suit.

TMWS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. All staff are screened carefully prior to appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Closing date for applications: 14 December 2018

Interview date: 9 January 2019