



### Examination Invigilators

**Rate of Pay: £12.85 per hour (2a – Casual Contract)**

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

**Reports to: Examinations Officer**

TMWS is looking to appoint Exam Invigilators -

- Do you have good attention to detail?
- Do you have excellent interpersonal skills?
- Do you have a love of working with children?
- If you are excited by your answers to the above questions, then you may be the right candidate to join #TeamTMWS

Graded as Ofsted “Good” The Market Weighton School is on the edge of the town, but for many it is in the heart of the community. It is a caring school that has values of ‘respect, honesty, compassion, resilience, industry and courage’. Inspired pupils are happy to demonstrate these qualities because they understand their importance. We are a small school, proud of our traditional rural heritage, yet ambitious for the future of all our students. Our size is a real strength as it enables students and their families to work closely with the teaching and support staff at the school, building positive working relationships. We believe that students achieve best in a supportive and positive environment – and that is what you will find in our school.

### 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.

***Respect / Honesty / Compassion / Resilience / Industry / Courage***

- 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](mailto: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).*

Please note this school does not have the resources to send individual notifications to all applicants who are not shortlisted so if you have not been contacted within 2 weeks of the closing date you should assume you have been unsuccessful.

Closing date for applications: 17 April 2026

Interview date: To be confirmed