

Vacancy

SHOEBURYNNESS HIGH SCHOOL



Exam Invigilators

Location:	Shoeburyness High School
Pay Range/Salary:	Level 3 Point 5, £12.18 per hour
Start Date:	As required
Contract Type:	Zero Hours Contract
Hours per week:	As required
Application Closing date:	Monday 5 th February 2024
Date of Interview:	TBC

We are seeking to appoint Exam Invigilators to oversee internal and external exams. External and internal exams/practicals run throughout the year in November, January, and April to July (main summer season).

We are looking for reliable, professional invigilators, on flexible contracts, to support the school with examination invigilation.

Duties of an Exam Invigilator:

- Assist the Examinations Officer with the smooth running of all exams.
- Implement examination procedures and ensure the proper conduct of students.
- Assist with the setting up of the exam room including displaying posters, layout of stationery, equipment, and exam papers.
- Ensure that students comply with all instructions.
- Prevent any potential malpractice during the exam.
- Attend mandatory training/updates throughout the year.

Full initial training will be provided.

Shoeburyness High School is a large, vibrant and diverse secondary school that has an excellent reputation as a warm and supportive environment in which to work and learn. We are a very popular school with families in the local area and beyond and consequently we are heavily oversubscribed.

Our young people deserve the best and if you have very high expectations married with energy and positivity then we would love to hear from you.

Please visit www.secat.co.uk for an application form, and return the completed form to hrhelpdesk@secat.co.uk. A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk).

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references.

We are committed to recruiting and retaining a diverse workforce, and we encourage and welcome applications from all backgrounds and from all parts of the community, particularly people from ethnic minorities who are currently under-represented.

SECAT reserve the right to appoint before the closing date.