



# VACANCIES



## REQUIRED A.S.A.P. Examination Invigilators

**We are seeking exam invigilators to oversee mock and final exams, beginning in January 2021.**

Pay: £10.01 per hour PAYE

Hours in line with examination timetables: External & internal exams run throughout most of the year including November, January, March & May-July (main summer season).

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

### Duties of an exam invigilator;

- Ensure that examinations are conducted in accordance with regulatory requirements
- Distributing and collecting exam papers
- Preventing malpractices during the exam
- Organising and overseeing students
- Must be willing to attend training/updates throughout the year

Full initial training will be provided.

The school has a commitment to safeguarding and promoting the welfare of children.

Please contact or email Jill Saunders @  
[hr@shoeburyness.southend.sch.uk](mailto:hr@shoeburyness.southend.sch.uk)

for an application pack or further details. Application forms can also be found on the school website

*Closing date Monday 2<sup>nd</sup> November 2020*