

## **Exam Invigilators Required**

We are seeking to appoint calm, responsible and methodical invigilators to supervise students taking both public and internal examinations throughout the academic year. You will be responsible for ensuring the examinations held in our school are run to strict regulations. No experience is needed as full training will be provided, however we do require that you are a fluent English speaker with clear diction.

Hours and days will vary depending on the exam timetables, but we need people who can offer between 3 and 5 days (6 –10 sessions) per week during our exam seasons.

We run two exam sessions per day usually from 8.45am – 11.30am and 1.15pm – 3.45pm although exams session times can vary according to the length of the exams.

The main public examination season is May to July, however we will also require invigilators at other times of the year for internal examinations. The next internal exams will be taking place from 11<sup>th</sup> – 18<sup>th</sup> March.

The hourly rate of pay is £13.15 plus 12.07% holiday pay.

Recruitment is ongoing throughout the year, however if you wish to be considered for March 2024 mock exams please complete and return the application form no later than Thursday 29<sup>th</sup> February to [gregorys@st-marks.hounslow.sch.uk](mailto:gregorys@st-marks.hounslow.sch.uk)

All details are available on our school website under vacancies.

*St. Mark's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be requested prior to interview, and all appointments are subject to a satisfactory, enhanced DBS check. Please note that an online search of all applicants will be carried out as part of our legal duty to meet the safeguarding duties set out in Keeping Children Safe in Education (2023). Any questions arising from this online search may be discussed at interview.*

*We are an Equal Opportunities Employer and we warmly welcome applications from all suitably-qualified candidates. All applications will be considered solely on merit and we will be using the Person Specifications and Job Descriptions when shortlisting.*

***We reserve the right to appoint at any stage in the recruitment process***

If you wish to find out more details, please contact the Examinations Officer, Mrs O'Neill by email on [oneilli@st-marks.hounslow.sch.uk](mailto:oneilli@st-marks.hounslow.sch.uk)