



St Wilfrid's Catholic School Crawley, West Sussex

Exams Invigilators £11.67 per hour November 2021

St Wilfrid's Catholic School is looking to expand our team of Examinations Invigilators. The successful applicant should be professional and flexible, with good spoken and written English. Training will be provided, however experience of working with young people would be an advantage.

This role will suit applicants looking for flexible working hours with emphasis on being available during the busy examination periods (November, January, May and June). The role is a casual contract, so hours and days will vary dependent on operational need, however, availability will generally be required from 8.30am for morning exams and 12.45pm for afternoon sessions. Notice of upcoming exams will be given approximately 8 weeks in advance at which point invigilators will be asked to confirm their availability and a work schedule will be mutually agreed.

The role of invigilator involves supervising examinations according to examination board regulations, distributing question and answer papers, ensuring that the students enter and leave exam halls calmly, and dealing with student queries. Invigilators are expected to approach the job in a serious and professional manner with emphasis on punctuality and reliability. They should also have the ability to communicate effectively with people.

Applicants should be reliable and possess a calm but firm approach.

The strength of community at St Wilfrid's is a strong one based upon mutual respect. The staff work incredibly hard and are prepared to go the extra mile for the students in their charge. Our students are amazing and they contribute enormously to making the school such a welcoming and productive place.

Application by form downloadable from our website <https://www.stwilfrids.com/Recruitment>

Closing Date 9.00am Friday 24 September 2021
Interviews w/c 4 October 2021

St Wilfrid's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an Enhanced level.

