

Exam Invigilator

Casual Contract

£11.79 per hour (plus 12.1% holiday pay allowance)

We are seeking to recruit Exam Invigilators for GCSE and A-level exams.

The role will be on a casual basis to assist with examination supervision throughout the year. The number of days and hours worked will vary dependant on demand and season, and you do not need to commit to working for every season. The peak season is May to June when students take most of their public exams. The school will also require invigilators for exam series in November and January to March. There is flexibility on number of hours worked to suit the individual invigilator, providing the needs of the college are met and all exams are fully supervised.

Full training will be provided, and you will join a friendly and supportive team of experienced exam invigilators and exam assistants.

Duties and Responsibilities include:

- Assist with setting up examination venues (arranging tables, laying out equipment and examination papers)
- Distribute and collect examination papers/scripts/materials from candidates at the start and end of exams
- Ensure that the Examination Room is conducive to examination conditions and minimise distractions
- Supervise the entry and exit of candidates to and from the Examination Room
- Ensure that examinations begin and end on time as scheduled
- Deal sensitively with candidates who have special arrangements

Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1300 students. It is a fast-moving College within the Midsomer Norton Schools Partnership. We are based on a stunning campus in easy reach of Bath and Bristol. Frome itself is a thriving market town, with a vibrant artistic community with the renowned Frome Festival, monthly Sunday market and many restaurants and 2 theatres, one of which is on campus.

Posted copies of application forms available upon request.

Completed applications should be returned by post or by email to:

fccrecruitment@fromecollege.org.uk

For more information or for an informal discussion, please contact:

Sharon Frew on 01373 465353.

This post requires an enhanced criminal background check via the Disclosure Procedure