**EXAM INVIGILATOR**

**Salary:** Grade 1, **£12.26 per hour** plus additional uplift/holiday pay of **£1.48 per hour.**

**Working hours:** Casual, Term Time Only

**Required: asap**

**We are looking to appoint candidates to join our existing team of valued invigilators. The invigilator team supervises students undertaking a range of exams including public, pre-public and mock examinations. We are looking for candidates that wish to support the school in following the examination board’s procedure and enforcing the regulations that the school is bound by.**

**‘Staff are enthusiastic about working at the school. They are also very positive about leaders’ attention to their well-being. Leaders are considerate of staff workload.’ – *Ofsted report 2022***

**We can offer you:**

* A supportive and strong team, which recognises the importance of staff wellbeing.
* A school that has a special support centre for students with physical and sensory needs.
* A school with good transport links.

**We are looking for Examination Invigilators who will:**

* Be a good team player
* Be able to follow procedures
* Support students and staff
* Remain reliable once dates have been agreed
* Present a professional image in terms of dress code and attitude
* Feel positive about working with young people with disabilities, learning and behavioural needs
* Have good communication skills
* Be flexible and responsive
* Have good communication skills
* Be patient and confident to work with secondary ages students

The main exam period is from May to late June each year, with mock and pre-public exams taking place throughout the year. We are looking for candidates who are able to commit to several sessions each week during the busiest times.

Experience in working in a similar role would be advantageous but not a requirement as we will provide appropriate training for the successful applicant.

**Please see our website for an application form and further details.**

THE ANGMERING SCHOOL, STATION ROAD, West Sussex, BN16 4HH Tel. 01903 772351 Fax 01903 850752

e-mail [recruitment@theangmeringschool.co.uk](mailto:recruitment@theangmeringschool.co.uk) website [www.angmeringschool.co.uk](http://www.angmeringschool.co.uk)

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. . The post is subject to a Criminal Records Check. **Only completion of all appropriate forms will be considered for short listing. In light of potentially high volume of applicants, you will only be contacted if successfully invited to interview.**