

# **Invigilators Required**

## **INVIGILATORS**

We are seeking to employ people to join our team of invigilators for our internal and external examinations.

These take place throughout the academic year but the main examination season is during the months of May and June.

Invigilators are expected to supervise the examination room to ensure that candidates do not speak or cheat and conduct themselves in an appropriate manner. Invigilators will be paid at an hourly rate of £9.00 and will work under the direction of the Examinations Officer.

Senior Invigilators will ensure that the examination papers have been given out correctly and will work with the Examination Officer to ensure that all materials, resources, equipment are available in the examination room. He/she will direct the work of the other invigilators and ensure that the register of candidates attending is completed for all sessions.

Examinations take place from 9.00am and sometimes afternoon exams do not finish until 5.00pm. However, we expect the team to be able to be flexible to allow for morning and/or afternoon invigilation.

In addition to the examinations you will also be required to attend training sessions. Training will be given for successful applicants.

Please fully complete an application form found on the website.

Applications should be addressed to Mrs Patel, Business Manager.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police checks for all other countries inhabited (irrespective of whether they worked in those countries).

Appointment is subject to compliance with safeguarding policies, procedures and code of conduct. You must be able to demonstrate a personal commitment to safeguarding and student/colleague wellbeing and be able to ensure that any safeguarding concerns or incidents are reported appropriately in line with policy. You must also be prepared to engage in any safeguarding training when required.

# Personal Specification - Invigilators

The successful candidate will have:

## Essential

- A high level of organisation with efficient working practices, with an emphasis on accuracy and attention to detail.
- The ability to work well under pressure.
- Flexibility regarding working pattern.
- A capacity for hard work.
- A sense of humour.
- Excellent time-keeping.

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## Desirable

- Previous invigilation experience.

Colchester  
High School