

Exam Invigilator

£11.50 per hour

We have an exciting opportunity for Exam Invigilators to join our friendly and committed team at Salesian School on a casual basis. The role provides invigilation for internal and/or external examinations in accordance with the school's examinations procedures, policies and the required practices set by national examining bodies. As this is a casual position you will work when available and be called upon when required to support during the exam season.

This position requires flexibility as there are various exams and mock exams held throughout the academic year, these usually fall within November, January, and March. The Summer exams are held in May and June. For Summer 2024 the public exams commence from 8th May.

The working hours for this role can vary as exam environments have to be set up before the beginning of the school day and can continue after the school day has finished. A typical morning exam session for an invigilator would start at 8am and afternoon session starts at 1230pm.

The role involves supervising students whilst sitting exams, collecting papers, and dealing with queries that may arise during the exams. Punctuality, reliability, initiative and a fair but firm approach with students are all essential. Full training will be provided.

For further information please contact Rose Clare, Exams Officer rclare@salesian.surrey.sch.uk

Rose Clare
Exams Officer
Salesian School

