



KINGS'

SCHOOL · WINCHESTER

Job title: Invigilator

Location: Kings' School, Winchester

Salary: £12.82 per hour (including casual uplift for statutory annual leave)

Hours: Casual Worker

We are looking for people to join our wonderful team of invigilators. The successful candidate will be expected to conduct examinations in accordance with JCQ instructions. You will be employed on a casual basis to supervise students taking both mock and external GCSE exams, when necessary, throughout the year.

Hours will be agreed in advance of exam periods. External exams take place from May to June and various internal exams throughout the academic year.

Under the guidance of the Exam Officer you will start, oversee and finish examinations as necessary. You will be assisting with the preparation of the examination venue, completion of relevant paperwork and the monitoring and management of students during internal and external examinations.

You should have a flexible approach to your work, have good attention to detail, be organised, reliable and punctual. You will demonstrate patience and have a reassuring presence to candidates in exam rooms and will play a key role in upholding the integrity of the examination/assessment process. Also, you should be committed to supporting young people and have strong communication skills. You may be asked to read and scribe for pupils to support their needs.

Prior experience is useful, however not essential as full annual training will be given.

Kings' is an exciting and rewarding place to be, our pupils are keen to learn and succeed, and consistently show appreciation for their teachers' support and dedication. Our teaching and support staff are committed and hardworking, all believing firmly that we should help pupils be their best. Whether colleague or pupil, all members of the Kings' community live our values and collective morale is high.

We are absolutely committed to safeguarding our children and our recruitment procedures are rigorous in this respect. This post will require an Enhanced check by the Disclosure and Barring Service and, where appropriate, checks against the NCTL teacher prohibition list.

For further information and to apply for this position, please visit our [website](#).

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or recruit@kings-winchester.hants.sch.uk

