

# GREAT MARLOW SCHOOL

## A SPECIALIST ACADEMY

**Headteacher: Mr K Ford Numbers of roll: 1448 Mixed 11-19**

We are looking to expand our friendly team of highly experienced invigilators and appoint reliable, flexible, confident people who have plenty of hours available to supervise examinations. Invigilators will assist the Exams Officer in ensuring the JCQ rules and regulations are adhered to during exams.

The main examination season is in May and June, however, there will be other examinations requiring invigilators at other times during the academic year - November, December, January, and March. Hours and days will vary according to need and will normally be within school hours.

### *Duties include:*

- Supervising students taking public and internal examinations.
- Supervising clash candidates between exam sittings.
- Preparing/Tidying exam rooms.
- Distributing and collecting exam papers in accordance with the JCQ regulations.

Invigilator and safeguarding training will be provided.

An hourly rate of £11.50 is payable (*plus holiday pay entitlement*).

### *Successful applicants will be:*

- Punctual, reliable and flexible, to be available if called in at short notice.
- Be able to use initiative, respond quickly and calmly to unexpected situations.
- Have an eye for accuracy, attention to detail, be highly organised and work quickly under pressure.
- Have good communication skills, be able to issue instructions confidently to students and adopt a firm but fair approach.
- Maintain confidentiality.
- Have three days or more to spare per week.

Please forward your fully completed application form to **exams@gms.bucks.sch.uk** for the attention of **Mrs Smith (Exams Officer)** to register your interest.

If you wish to contact the school to discuss this role prior to submitting your application, please contact the school on **01628 483 752** and ask to speak with the Exams Officer.

Closing date for applications: **Friday 8<sup>th</sup> March 2024.**

Interviews: **TBC**

*Great Marlow School is committed to safeguarding and promoting the welfare of all its students and therefore all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an Enhanced DBS and pre-employment checks including satisfactory references and medical clearance.*