

GREAT MARLOW SCHOOL

A SPECIALIST ACADEMY

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

Exam Invigilators (for SEN Dept) required

We are looking to recruit highly experienced invigilators and appoint flexible, reliable people who have plenty of hours available to supervise examinations. Invigilators will assist the Special Educational Needs Department 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 normally within school hours.

Duties include supervising students taking public and internal examinations, assisting in preparing exam rooms, distributing, and collecting exam papers in accordance with the JCQ regulations. Invigilator and safeguarding training will be given.

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 and 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

If you are interested in this role, please complete an associate staff application form in full, which can be located below. Please forward your fully completed application form to info@gms.bucks.sch.uk for the attention of Mrs. Todd (SENDCo) 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 483752 and ask to speak with the SEN Department.

Closing date for applications: midday on 15th March 2024

Interviews to be confirmed with the successful applicant

Great Marlow School is committed to safeguarding and promoting the welfare and 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.