

Examinations Invigilator

This is a casual contract and working hours will be negotiated for each exam period.

The post would be ideally suited to applicants who are highly organised, vigilant and reliable, have excellent attention to detail and have the ability to remain calm under pressure. Being flexible with your availability is also desirable as there may be occasions where you may be called in at short notice. The ideal candidate will be self-motivated and able to work without close supervision

Duties include:

- Supervising students taking public and internal examinations
- Preparing exam rooms
- Distributing and collecting exam papers in accordance with the JCQ regulations.
- Experience of exam invigilating is desirable, however full training will be provided for the right candidate