Harrow Way Community School
Learning for life, success for all
Headteacher: Mrs D L German

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A thriving and inclusive school at the heart of our community. Rated "Good" by Ofsted, we are dedicated to ensuring every student flourishes both academically and personally, while fostering a supportive and well-balanced environment for our staff.

Lead Examination Invigilator- Casual appointment

£13.70 per hour (variable hours depending on the examinations timetable)

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

An opportunity exists to work in a friendly, hardworking school environment supporting our Examinations Team. We are looking for a casual Lead Invigilator to join our friendly Exams team, in the running of all public and some internal examinations at the school throughout the academic year.

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. As Lead Invigilator, you will be required to oversee the examination room.

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

Interested? We would love to hear from you. To download an application form and for further details please see the school website.

Closing date:

For more information about our school or to apply, please visit our website. You can download an application pack and form at:https://www.harrowway.hants.sch.uk/school-information/vacancies

Please send your completed application form to HR@harrowway.hants.sch.uk

Application Deadline: Thursday 17th December – we reserve the right to close the application deadline early should enough applications be received.

Harrow Way Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced DBS check.