



# Bishop's Hatfield Girls' School

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<b>Job title:</b>	Exams Invigilator
<b>Salary:</b>	£12.21 per hour plus pro-rated holiday pay
<b>Hours:</b>	Varied depending on exam schedule
<b>Responsible to:</b>	Exams' Officer
<b>Contract:</b>	Variable hours contact

We are looking to expand our team of Invigilators to work with our Exams' Officer during the internal and external exam periods This is an important pupil facing role which is integral to the smooth running of our exams process. We welcome applications from people who have excellent organisational and communication skills, and are punctual and reliable.

The working pattern will be agreed in advance of internal and public examination periods. Hours are variable on a casual basis with the majority of work being offered in December, January, April, May and June.

Candidates will need to complete JCQ regulation training before the examinations start. No experience is necessary as full training will be provided although previous school experience would be an advantage.

We take safeguarding of our students extremely seriously and an enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

An Equal Opportunities' Employer, Bishop's Hatfield Girls' School is committed to the protection and safety of its pupils and expects all staff to share this commitment.

To find out more about this role please contact Jennie Englebright, Examinations Officer, at [exams@bishophatfield.herts.sch.uk](mailto:exams@bishophatfield.herts.sch.uk)

**Please apply via My New Term**



*"Pupils flourish and support each other to succeed"*