



EXAM INVIGILATOR

JOIN OUR TEAM

Post Title: Exam Invigilator

Contract Type: Casual

Reporting to: Technical Services Team Leader

Salary Range: £13.68 per hour



ROLE PROFILE

We are seeking to recruit new Exam Invigilators to assist with internal and public examinations at Perins. The hours are part-time and on a casual basis depending on the exam timetable throughout the year. The individual will be part of a bank of invigilators that will be contacted in advance of the exams to establish availability.

Full training will be provided and working hours will be negotiated for each exam period.

The role may include one to one, scribing or reading for students who have access arrangements because of special educational needs and disabilities.

You will have a calm and approachable disposition, able to help students remain calm in exam situations. You will be an excellent timekeeper with proven experience as working as part of a successful team,

USEFUL LINKS



The Vita Multi Academy Trust



The History of Perins School



Our Ofsted report



Meet our Head of School
Mr Nevola



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Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.

Team Leader

EXAM INVIGILATOR ROLES AND RESPONSIBILITIES

- Assist with setting up of exams including straightening desks, checking seating tickets are in place and setting out exam materials.
- Supervise entry of candidates into exam venues in silence.
- Carry out visual check for unauthorised items.
- Invigilate candidates during the exam, supplying additional paper where needed and escorting candidates who require a toilet break.
- Collect up exam papers at the end of the exam and sort scripts into candidate order.
- Assist with tidying the exam venue after the exam.
- Report any issues or concerns to the Exams Officer.



Aspire **TODAY** *Inspire* **TOMORROW**

Qualifications & Person Specification

- Qualified to at least GCSE C grade or equivalent in Maths and English

Experience

- Experience working with children or young people is desirable.
- Proven ability working in a successful team.
- Knowledge of schools and exam procedures would be advantageous.

Essential Skills

- Excellent timekeeping.
- Capable of working as part of a team.
- Common sense and ability to work on own initiative.
- Compassionate and approachable.

BENEFITS



Remuneration: Support staff salaries are based on HCC grades.



Holiday: For casual positions holiday pay is accrued based on hours worked and is rolled into your hourly rate.



Pension: Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



Discounts: We offer a wide range of voluntary discounts via our partners KAARP.



Childcare: Reduced pre-school fees at Perins Pre-School. Breakfast and After school club reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.



Training : We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



Thank you for your interest in the Exam Invigilator position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

GUIDANCE FOR APPLICATION FORM COMPLETION

Employment History

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

Formal Education

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

Safeguarding Children and Adults

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Perins MAT.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

Additional Tips:

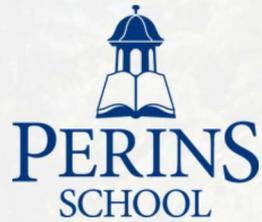
Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.



I sincerely hope that you find the information provided useful, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

Mark Nevola - Head of School



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