



## Exams Invigilators Starting March 2026

**Casual**

**28 hours per week**

**Various Work Patterns Available**

**Salary: £12.56 per hour**

Heathside Walton-on-Thames School is seeking reliable and responsible Exam Invigilators to join our Exams team. The role involves supervising both mock and public examinations throughout the school year. Working hours vary according to the exam timetable.

Morning sessions: typically begin between 8:00–8:30am

Afternoon sessions: typically begin between 12:30–1:00pm

### **Key Responsibilities:**

- Ensure the proper conduct of exams in accordance with school and examination board procedures.
- Maintain exam conditions and supervise candidates throughout.
- Distribute and collect examination papers and materials.
- Assist with setting up and clearing examination rooms.

### **Person Specification:**

- Clear and confident speaking voice.
- Legible handwriting and attention to detail.
- Ability to remain focused and work in silence for extended periods.
- Punctual, flexible, and reliable.
- Availability during key exam periods: December–January and March–July (with occasional work at other times).

### **In return we offer:**

- A supportive and values-led community where every staff member is integral to our collective success
- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

**Applications will be considered as they are received. We reserve the right to make an appointment prior to the closing date.**

