

## CASUAL EXAM INVIGILATORS



We are now looking to recruit exam invigilators to join our team at John Colet, this is a casual contract with a rate of pay of £8.93 per hour.

### **Exam Invigilator Responsibilities:**

Assisting with setting up of the examination rooms such as laying out equipment and examination papers

Ensuring the students do not talk whilst in the examination venue

Dealing with queries raised by the students

Guiding students to their seats

Checking attendance during exams

Collecting exam papers at the end of the exam

Supervising students leaving the examination venues ensuring they leave in a quiet manner

Ensuring that school policy and procedure is followed closely throughout the examination process

### **Exam Invigilator Essential Skills:**

Previous experience working with a high attention to detail in an office or education setting

Strong communication skills able to liaise with academics and students daily

Extremely patient and able to stay vigilant throughout an exam period

Organised and excellent time management skills

If you have the right qualities and are interested and would like more information please email your details to [office@johncolet.co.uk](mailto:office@johncolet.co.uk)

The Exams Officer will be in contact with interested parties with further information.