



Exam Invigilators

We are currently looking Exam Invigilators to join our team. This is a casual contract with a rate of pay of £14.98 per hour (incl. holiday pay).

About the Role

We are looking for reliable and vigilant individuals to join our team of Exam Invigilators. This role is essential to the smooth running of our school's examination process, ensuring all students have a fair and calm environment in which to perform their best.

Key Responsibilities

- Closely follow school and Joint Council for Qualifications (JCQ) policies and procedures.
- Assist in the setup of the exam hall, including distributing, collecting and sorting examination papers and materials.
- Check student attendance, guide students to their designated seats, and supervise their orderly exit from the hall.
- Maintain a silent and focused environment, remaining vigilant throughout the duration of the exam.

Availability & Working Hours

Invigilators are required during key periods throughout the academic year. While internal school mocks run in November, December, March, and early May, these typically take place within the school day (starting at 8:15 am and often finishing by 2:00 pm).

However, the main external exam series takes place in May and June, and maximum availability during this period is essential. Summer exams run in two distinct sessions that fall outside of normal school opening hours:

- Morning Session: 8:00 am – 11:30 am
- Afternoon Session: 1:00 pm – 4:00 pm

Because of the gap between these sessions, living locally is a distinct advantage, as it allows you the flexibility to return home or visit Wendover between exams.

Essential Skills

- **Detail-Orientated:** We welcome applications from individuals in any professional background who can demonstrate a high level of accuracy and attention to detail.
- **Stamina:** The ability to remain on your feet and stay focused while standing for long periods of time within the examination rooms.
- **Communication:** The ability to liaise professionally with staff and provide clear instructions to students.
- **Patience & Vigilance:** The ability to remain quiet, focused, and attentive for extended periods.
- **Organisation:** Excellent time management and punctuality are vital to ensure exams start on time.

How to Apply

If you think you are the right person to join our team and would like more information, please email office@johncolet.co.uk.

John Colet School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS/KCSiE checks.