



## **We are recruiting Exam invigilators**

We are currently looking for Exam Invigilators to join our team at John Colet School. This is a casual contract with a rate of pay of £12.66 per hour (incl. holiday pay).

### **Responsibilities**

- Ensuring that school policy and procedure is followed closely throughout the examination process
- Distributing and collecting exam papers
- Checking student attendance, guiding them to seats, supervising their exit from exam hall

### **Essential Skills**

- Previous experience working with a high attention to detail in an office and/or education setting
- Strong communication skills with ability to liaise with Staff and Students
- Extremely patient and able to stay vigilant throughout an exam
- Excellent time management and organisation skills

If you think you might be the right person to join our team and would like more information, please email **[office@johncolet.co.uk](mailto:office@johncolet.co.uk)**