

**Examination Invigilator**  
**(Casual contract)**  
**Salary £9.50 per hour, plus holiday allowance**

We are seeking to appoint Examination Invigilators to provide efficient and effective invigilation supporting the work of the Examinations Department by supervising candidates in both internal and external examinations. Full training will be given. Duties and Responsibilities include:

- To assist with setting up examination venues
- To distribute and collect examination papers/scripts/materials from candidates
- To ensure that the Examination Room is conducive to examination conditions
- To supervise the entry and exit of candidates to and from the examination room and to ensure that examinations begin and end on time as scheduled
- To be vigilant during the examination, in order to prevent any cheating or malpractices
- To deal sensitively with candidates who have special arrangements
- To be familiar with and adhere to the *Instructions for the Conduct of Examinations* issued by the Joint Council for Qualifications (training will be given)
- To be available to work flexibly in ensuring that examination processes are completed at the end of each examination

**Hours of Work**

Hours required are on an “as required” basis and are flexible during the months of May, June, December and January, between Monday and Friday from 8.30 am until 3.30 pm term time. There are occasions when we may require you to work later than 3.30 pm (to fit the needs of examination schedules).

To apply for this position, please complete a support staff application form, (which is available on our website). Completed applications should be returned by post for the attention of the HR Department or by email to [jobs@kovessex.co.uk](mailto:jobs@kovessex.co.uk)

***This post requires a criminal background check via the Disclosure Procedure***