

Job Title: Casual Exam Invigilators
School Name: Westhoughton High School

Working Pattern: Term time working only
Working Hours: Casual
Salary: Grade B, SCP 3 (£12.45 per hour)
Start Date: To be confirmed
Closing Date: Monday 24th February at 12.00pm (noon)
Contract Type: Casual Contract
Interview Date: To be confirmed

We are looking to appoint a number of enthusiastic and reliable Casual Exam Invigilators to provide support and assistance in the process of both internal and external examinations within the school.

This is an exciting opportunity for motivated, well organised and flexible individuals to work with our Exams & Assessment Manager and school staff to provide the best service for our young people.

Invigilators are given advance notice of the examination dates and may be asked to work whole or part days during the exam series. The role is offered on a casual basis and the working hours will vary in accordance with the exam timetable.

Applicants will need to have excellent communication skills with both adults and students. Experience of working in schools or a similar environment would be advantageous, but all successful applicants will be provided with the relevant training.

We expect to appoint someone who can:

- Provide a professional and friendly exam experience for all our students
- Ensure a calm environment to give our students the best opportunity possible
- Work as part of an established team with excellent interpersonal skills
- Follow the required guidelines, regulations and procedures for all exams in accordance with the external awarding body requirements
- Be available to work during the main exam season May – June.

In return we offer:

- Full support and training for all staff
- A committed, supportive and enthusiastic staff Team
- Students who expect and deserve the best from us all
- A school that has a clear sense of purpose, corporate vision and a clear commitment to moving forward.

This is an exciting opportunity to become part of a highly motivated, supportive and driven Team. If you have the commitment and desire to be part of the Team at Westhoughton High School, we want to hear from you.

For further details of the role and how we use your data, please see:

Job Application Pack
Application Form

Completed applications should be returned to the school office, WHSOffice@westhoughton-high.org Please note CV's will not be accepted.

Westhoughton High School is committed to safer recruitment practice, and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and a barred list check. Westhoughton High School is committed to safeguarding and promoting the welfare of children and young people and it expects all staff and volunteers to share this commitment.