

# INVIGILATORS

We are seeking to employ people to join our team of invigilators for our internal and external examinations.

These take place throughout the academic year but the main examination season is during the months of May and June.

Invigilators are expected to patrol the examination room to ensure that candidates do not speak or cheat and conduct themselves in an appropriate manner. Invigilators will be paid at an hourly rate of £10.94, which includes an element of holiday pay and will work under the direction of a Lead Invigilator.

Lead Invigilators will ensure that the examination papers have been given out correctly and will work with the Examination Officer to ensure that all materials, resources and equipment are available in the examination room. He/she will direct the work of the other invigilators and ensure that a register of candidates attending and a seating plan are completed for all sessions.

The Lead Invigilator will be paid £11.81 an hour, which includes an element of holiday pay.

Examinations take place from 8.00am and sometimes do not finish until 4.30pm. However, we expect the team to be flexible to allow for morning and/or afternoon invigilation.

In addition to the examinations you will also be required to attend a training day in March and another in September. These days will be paid at the standard invigilator rate and are compulsory.

Applications should be returned to Mrs L Knight, HR Officer; [hr@st-martins.essex.sch.uk](mailto:hr@st-martins.essex.sch.uk)