



**PHILIP MORANT**  
SCHOOL & COLLEGE

## **Exam Invigilators**

**Required on an as and when required basis**

**Band 1 point 1 - £9.00 (plus 12.07% payment for statutory annual leave)**

We are looking for exam invigilators to join our Exams team. In this role you will be implementing examination procedures and ensuring the proper conduct of examination candidates.

Example of duties to include:

- Handing out questions papers to candidates
- Reading out examination instructions
- Completing attending register and seating plan as required
- Collecting questions papers

Previous experience is desirable, but not essential as full training will be given.