

Job Advertisement

Examination Invigilators

Larkmead School is seeking applications for part-time Examination Invigilators to assist with examinations during all exam seasons, both public and internal.

Successful candidates will join a friendly and busy team. They will need to have a good rapport with young people, be observant, have good attention to detail, and work well in a team. Flexibility, patience and a polite manner are a must for the post holders.

Examination Invigilators will conduct exams in accordance with regulations, policies and procedures of the relevant awarding body to maintain the integrity and security of examination sessions. They will safeguard the health, safety and welfare of pupils sitting examinations. Part of the invigilator role is also to support candidates with additional needs known as access arrangements, who usually sit their exams in smaller rooms.

Examination invigilators are required to undergo yearly and in-person training to meet the requirements set out by JCQ (Joint Council for Qualifications) before they are able to invigilate. This includes specific training in relation to access arrangements.

Depending on your availability we can offer a smaller or larger number of hours. Many of our existing team members have other part time jobs or regular commitments. The hours available are throughout the school week, between 8.20am and 4.30pm. Invigilation at Larkmead is paid at the casual claim rate of £10.57 per hour (incl. of a pro-rata holiday entitlement).

To apply for this position, please complete the online application form on the vacancies page of our website, where you will also find more information, including the job description and person specification. CVs will not be accepted in substitution for completed application forms:

[Larkmead School - Staff Vacancies \(larkmead-school.com\)](http://larkmead-school.com)

There is no closing date for applications. Applications will be considered on receipt and suitable candidates will be interviewed across the year.

If you have any questions regarding the vacancy or completion of this form, please email Jane Marshall, HR Manager at Larkmead School: jmarshall@larkmead.vale-academy.org

Larkmead School is a member of the Vale Academy Trust. The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

All staff will be expected to promote fundamental British values as part of a school that values diversity and individuality, exemplified in our values of 'one community, individual minds, creating futures.'