



Exam Invigilators

BG J4; £11.55 per hour (including London fringe and holiday entitlement)

We are looking to recruit a pool of reliable people to support examinations. Working hours are typically from 8.30am until 12.30pm for morning sessions and 1.00pm until 4.00pm for afternoon sessions. Our invigilators work whole day sessions if required and *flexibility is crucial* to the effective invigilation of exams.

The role is essential to the smooth running of the examination process. In addition to ensuring correct exam procedures are followed in line with JCQ guidelines, the successful applicant will be responsible for the setting out and collecting of exam papers and materials, admitting students to the exam hall/room, invigilating exams and collating papers to be sent off to the Exam Board.

No experience is needed as full training will be given but experience of working with young people will of course be an advantage. The main examination period is during May and June and **you must be available to cover at least 4 exams a week during the summer series**. There will be other examinations requiring invigilators at other times of the year.

Easthampstead Park Community School is a vibrant, cutting edge learning environment. Our school culture marries unswervingly high academic expectations with excellent pastoral care and support. The concept of community is at the very heart of our vision; we believe in a three-way partnership between parents, teachers and students, and are proud of our setting and the local community. Teaching and learning are at the very heart of our school and drives everything we do.

This is a very exciting time to join us. In recent years, we have made excellent progress, and at our last OFSTED inspection (November 2021), we were rated as 'Good' in all areas. If you feel you have the necessary skills, mind-set and determination to join us on our journey towards 'outstanding,' we would very much like to hear from you.

Closing date: 5 October 2022

Interviews: week of 10 October 2022

Online applications can be completed via the Bracknell Forest Council link from the school website <http://www.epschool.org/content/vacancies>. Should you require any further information, please telephone our Personnel Officer on 01344 390826 or email recruitment@epschool.org.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.

No Agencies Please

