



**Park Community School, Middle Park Way, Havant, Hampshire PO9 4BU**

## **EXAM INVIGILATORS**

### **Casual - £11.77 ph**

We are seeking new exam Invigilators to work with our existing team of highly experienced invigilators in the running of all mock and external examinations at our school.

As an exam invigilator you will work within the team to ensure that each exam is run in accordance with the formal guidelines and in a calm environment to give our students the best possible opportunity to be successful in their exams. We would welcome applications from people with experience, but training can be provided.

Duties will include quiet unobtrusive patrolling of examination room to ensure candidates are obeying examination board regulations; close visual and aural observation of students; collection and return of examination paperwork plus any other duties an invigilator could be expected to undertake.

Applicants should have good communication and organisation skills, and proven ability to be punctual and reliable.

Hours will be variable with a high demand during May and June.

Exam invigilators are required to cover exams during four main periods throughout the academic year: November/December, January, March and May-June. Exam sessions are generally: mornings: 8:30am - 11:30am and afternoons: 12:45pm - 3:00pm.

Typically, you will be required to be in school by 8.00 a.m. for a morning exam and by 12.15 p.m. for an afternoon exam. You would usually be in a session for about three hours (including setting up and clearing away at the end) but some exams can be longer than this.

We offer a fantastic working environment, where well-being is truly valued. We have ample parking on our school-site and will provide you with a free lunch from our award winning catering team

To apply for this position, please download a Support Application Form from [www.pcs.hants.sch.uk](http://www.pcs.hants.sch.uk) or e-mail [recruitment@pcs.hants.sch.uk](mailto:recruitment@pcs.hants.sch.uk) to request an application form. We look forward to hearing from you.

**Closing date: 31 January 2023** (applications will be reviewed as they are received.

**Interviews: TBA**