



Allfoxton Road
Horfield
Bristol
BS7 9NL
Tel: 0117 952 7100

EXAM INVIGILATORS

Exam Invigilators are required for PPEs (Pre Public Examinations) in March and GCSEs in May-June-July. (Exam Periods: 28 February-11 March & 16 May-8 July).

£9 - £10.25 per hour (dependent on experience)

Invigilators play a key role in the successful running of exams and you will work as part of an experienced and friendly team, reporting to the Head Invigilator. We need flexible, reliable people to fulfil this vital school role.

This post is casual, term time only to cover exam dates throughout the school year. Hours are variable, morning sessions could start at 8am and afternoon sessions could continue on to 5pm.

Successful applicants will be subject to an enhanced DBS check.

The role of an exam invigilator involves a variety of things including:

- To arrive 30 minutes before the scheduled start of the examination session to be invigilated
- Preparation of the exam room
- To be familiar with the current examination regulations
- Handing out/collecting exam papers
- Supervising students whilst the exam is in progress
- Assisting a student with Special Needs or Access Arrangements as a reader or scribe
- Ensuring that students comply with exam rules and regulations
- To complete yearly Invigilator online training as well as Safeguarding training

No experience necessary, training will be given.

Car Park available in addition to parking in the local streets.

Please contact the Exams Officer for more details:
npawlowska@fairfield.excalibur.org.uk