

# FAIRFIELD HIGH SCHOOL



Exam Invigilators needed for 2023-24.

£11.79 per hour plus holiday pay

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 usually start at 8:00 am** and afternoon sessions could continue on to 5 pm.

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 as well as parking around the local streets.

## Exam Periods:

9 May – 26 June (GCSE's)

Please contact the Exams Officer for more details  
[npawlowska@fairfield.excalibur.org.uk](mailto:npawlowska@fairfield.excalibur.org.uk)