



## We are recruiting Exam Invigilators

We are currently looking for Exam Invigilators to join our excellent team at John Colet School. This is a casual contract with a rate of pay of £13.65 per hour (incl. holiday allowance).

### Responsibilities

- Ensuring that school policy and procedure is followed closely throughout the examination process
- Distributing and collecting exam papers
- Checking student attendance, guiding them to seats, supervising their entry and exit from exam hall

### Essential Skills

- Previous experience working with a high attention to detail in an office and/or education setting
- Strong communication skills with ability to liaise with Staff and Students
- Extremely patient and able to stay vigilant throughout an exam
- Excellent time management and organisation skills

If you think you might be the right person to join our team and would like more information, please visit our website [johncolet.co.uk/vacancies](http://johncolet.co.uk/vacancies) or email [office@johncolet.co.uk](mailto:office@johncolet.co.uk)