



BISHOP WORDSWORTH'S SCHOOL

Exeter Street, Salisbury, SP1 2ED

Tel: 01722 333851

Headmaster: Dr S D Smallwood, BSc (Hons) PhD NPQH



Exam Invigilator

Required from September / October 2021

Casual contract

BWS Support Staff pay scale Grade D Point 14

£9.52 +11.90% holiday plussage)

Interviews: October 2021

We are looking to expand our pool of casual Invigilators to work within the Examination office to join our friendly team in the running of all public and internal examinations at the school throughout the academic year. The post would be ideally suited to applicants who are highly organised, vigilant and reliable, have excellent attention to detail and have the ability to remain calm under pressure and the flexibility to be called in at short notice.

Duties include supervising pupils taking public and internal examinations, supervising clash candidates between exam sittings, preparing exam rooms, distributing and collecting exam papers in accordance with the JCQ regulations. Experience of exam invigilating is desirable, however full training will be provided. This is a casual contract and working hours will be negotiated for each exam period.

Interested? We would love to hear from you. Visit's prior to application/interview are welcome. To download an application form and for further details please see the school website http://www.bws-school.org.uk/The_School/Vacancies/.

We will offer you:

- Term time working
- A friendly and supportive team
- Access to onsite sport facilities and gym

For further details and an application form please visit the school website http://www.bws-school.org.uk/The_School/Vacancies/. If you wish to have the opportunity of an informal discussion prior to submitting an application form, please contact Mrs Annie Lloyd-Gilmour (HR Manager) alg@bishopwordsworths.org.uk. Applications are accepted by post and email.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check as well as other relevant re-employment checks including satisfactory references and medical clearance.