



Bohunt School Worthing
65a Broadwater Road
Worthing
West Sussex
BN14 8AH

t: 01903 601361
e: info@bohuntworthing.com
Insta: @bohuntschoolworthingofficial
Facebook: @BohuntSchoolWorthing
X: @BohuntWorthing
www.bohuntworthing.com

Headteacher: Mr P Collin BA (Hons) NPQEL

Examinations Invigilator
Casual Employment –March (Mock Exams) and 6 weeks in May & June (Public Exams), November (Mock Exams)

Salary £12.82 per hour which includes holiday pay

We are currently looking for experienced Examination Invigilators to supervise students during exams throughout the school year. You will need to work professionally as a member of a team, which ensures that regulations are followed in a supportive environment for our students taking formal examinations.

Examination Invigilators work part-time and periodically but they make a real difference!

Applicants are required to have a calm, friendly and approachable manner. You must be patient, punctual, reliable, a good communicator and have a flexible attitude to work.

Main Duties and Responsibilities to include:

Experience working in a school environment is essential.

- To assist the Examinations Officer with the administration and supervision of examinations in accordance with the Exam Board regulations and guidelines
- Invigilating during examinations and dealing with queries raised by candidates and dealing with examination irregularities in accordance with procedures
- Completing an Invigilators' log for each exam if required
- Be able to stay calm under pressure
- Confident using IT equipment such as laptops and printers (essential)
- Collection of all exam scripts.

For further details please see our website www.bohuntworthing.com or email the Examinations Manager Annika Larks alarks@bohuntworthing.com

TO APPLY:

Please read the job description, letter to applicants, school information and dress code and apply online today.

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Closing date: Friday 17th January 2025

Interview date: W/c 20th January 2025

***Interviews will be held as soon as suitable candidates are available, so we invite interested candidates to apply as soon as possible. We reserve the right to appoint before the closing date.**

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