

**EXAM INVIGILATOR**

**Bennett Memorial Diocesan School**

Culverden Down, Tunbridge Wells, Kent, TN4 9SH

Tel: 01892 521595 Fax: 01892 514424

E-Mail: recruitment@bennett.kent.sch.uk

Headteacher: Mr Jon Sparke

**Start Date: Oct/Nov**

**Pay Scale: £10 per hour, including holiday pay**

**Working Pattern: As required during examination periods**

**Main Purpose:** To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best by supporting the day-to-day operation of examination venues.

**Specific Duties:**

* Assisting with setting up examination venues by laying out stationary, equipment and examination papers in accordance with strict procedures
* Closely following and enforcing exam procedures and regulations
* Acting as a reader or scribe for an examination
* Assisting candidates prior to the start of the examination by directing them to their seats and advising them about possessions permitted in examination venues
* Ensuring that candidates do not talk once inside the examination venues
* Invigilating during examinations
* At the end of the exam, collecting, collating and delivering scripts to the Exams Office in accordance with procedures

Situated in Tunbridge Wells with excellent transport links to London, Bennett is a popular and over-subscribed academy with an enviable record of outstanding academic achievement over many years.

Our staff are highly committed and we have a strong and positive school ethos.

Should you wish to discuss any aspect of the post before applying, please do not hesitate to contact Recruitment on 01892 521595, or email recruitment@bennett.kent.sch.uk.

**Closing date:** Monday 10th October 2022

**Interviews:** Thursday 13th October 2022

*We reserve the right to close this vacancy earlier should we appoint*

For full details and application form, please visit our website: [www.bennettmemorial.co.uk](http://www.bennettmemorial.co.uk) and follow the link to ‘Tenax Jobs’.

Completed Application Forms should be sent to recruitment@bennett.kent.sch.uk by the closing date. CVs will not be accepted.

Bennett Memorial Diocesan School is part of the Tenax Schools Trust.