

## Examination Invigilators

**Hours - Casual Basis**

**Salary - £10.68 per hour plus holiday pay**

Wrotham School are looking for examination invigilators to join our experienced team of invigilators to work on a casual, as required basis. No previous experience is required as full training will be given. You will be required to work flexible hours to support the invigilation team during busy exam seasons and must be available for training during March and for the main summer exam season May – June. You will need to be reliable, punctual, calm and able to work well as part of a team as well as being a confident and reassuring presence to candidates in exam rooms.

Main duties will include: Keeping confidential exam question papers and materials secure before, during and after exams, ensuring exam rooms are set up according to the requirements, distributing the correct question papers and exam materials to candidates, supervising candidates at all times throughout exams, dealing with candidate queries, collecting exam papers at the end of exams.

Wrotham School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.

Please apply by completing the application form, available on our website, [www.wrothamschool.com/vacancies/](http://www.wrothamschool.com/vacancies/) and writing a letter of no more than one side explaining what skills and attributes you have that would make you the best person for this job. Please email your applications to Ben Sanchez, [BSanchez@wrotham.kent.sch.uk](mailto:BSanchez@wrotham.kent.sch.uk)

If you would like to discuss this role further or have any questions please contact Mrs J King the Exams Manager, [jking@wrotham.kent.sch.uk](mailto:jking@wrotham.kent.sch.uk)

Wrotham is one of the highest performing non-selective schools in Kent and well known for its high standards and friendly ethos. Please visit our website to find out more about the school: <https://www.wrothamschool.com/>

We reserve the right to change or withdraw the advert once suitable applicants can be appointed.

**HIGH EXPECTATIONS  
CHALLENGE  
OPPORTUNITY**

**wrothamschool.com**