



DARTFORD SCIENCE & TECHNOLOGY COLLEGE

Exam Invigilators

Salary £11.04 per hour

We are looking for Exam Invigilators to join our existing team as soon as possible. You will be employed on a casual basis, as and when required, during the school year (particularly during November, March, May and June each year) to supervise students taking public and internal exams.

Successful candidates will work as part of a team and should be organised, efficient and calm with a good level of written and spoken English. You should be reliable and punctual and have good communication skills.

Prior experience in working with secondary school age students would be an advantage, however full training will be provided

Our school is a safe space for pupils to learn and develop as young citizens. The school has high expectations of pupils; behaviour, with strong systems to manage it. As a result, pupils behave very well. 100% of staff feel proud to work at DTSC and 85% of parents who responded to Parent View would recommend DSTC to other parents (Ofsted March 2022).

If you would like more information please contact Andrea Lee, Examinations Officer, on 01322 224309 x 175 or by email to andrea.lee@dstc.kent.sch.uk

An application form is available on our website www.dstc.kent.sch.uk. Completed forms should be emailed to Suzie Wells (susan.wells@dstc.kent.sch.uk) or posted to the address above.

We are committed to safeguarding and promoting the welfare of all our students. You are advised that any post that is classed as a regulated activity is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore will be subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS). Please be aware that in order to comply with Keeping Children Safe in Education, an online recruitment check will be carried out on all shortlisted candidates.

Person Specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• GCSEs (or equivalent) with grade C or above in English and Maths
Experience		<ul style="list-style-type: none">• Experience working as an invigilator within a school environment
Skills	<ul style="list-style-type: none">• Ability to co-operate and collaborate with school staff• Effective communication skills with young people and adults• Ability to follow written procedures to carry out tasks• Meticulous attention to detail	
General/ Personal Qualities	<ul style="list-style-type: none">• High level of confidentiality• Reliable• Flexible over working hours	