



## **Bennett Memorial Diocesan School**

Culverden Down, Tunbridge Wells, Kent, TN4 9SH

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Headteacher: Mr Jon Sparke

## **EXAM INVIGILATOR**

**Start Date:** Summer Exam Season (May 2024)

**Pay:** £11.07 per hour plus 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. Full training will be given.

### **Specific Duties:**

Assisting with the setting up of examination venues by laying out stationery, equipment and examination papers in accordance with strict exam procedures

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body
- To assist with invigilation for the internal trial exams taking place in November 2023/January 2024 if available
- Acting as a reader or scribe for an examination (Full training will be given)
- 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
- Being vigilant and supervising students at all times
- At the end of the exam, collecting, collating and delivering scripts to the Exams Office in accordance with regulations and procedures
- An opportunity to become a room supervisor

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 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](mailto:recruitment@bennett.kent.sch.uk).

**Closing date:** 13<sup>TH</sup> October 2023

**Interviews:** w/c 16<sup>th</sup> October 2023

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

For 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](mailto: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.

*The Tenax Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and proactively model the school's values. All posts are subject to vetting checks and a satisfactory enhanced Disclosure and Barring Service check.*