



PAGET HIGH SCHOOL

RESILIENCE, INTEGRITY, COMMUNITY

Exam Invigilator **Grade 2 – £13.05 per hour**

Paget High School is seeking to recruit **Exam Invigilators** to support the delivery of both internal and external examinations in accordance with examination board regulations and school policies.

The post holders will work under the direction of the Senior Leadership Team and the Examinations Officer to ensure the smooth, efficient and secure running of examinations, maintaining an appropriate examination environment at all times.

Main Responsibilities

- To prepare examination rooms in line with JCQ and school requirements
- To ensure the correct admission, identification and seating of candidates
- To distribute and collect examination papers and authorised materials
- To ensure candidates are fully aware of examination conditions and regulations
- To supervise candidates during examinations in a quiet and unobtrusive manner
- To respond to candidate queries in accordance with examination regulations
- To maintain accurate records, including attendance registers and examination timings
- To ensure the secure collection, storage and return of completed examination scripts

The Person

Applicants should demonstrate:

- Reliability, punctuality and the ability to follow procedures accurately
- Good organisational skills and attention to detail
- The ability to work effectively as part of a team
- A calm, professional and respectful manner
- Good standards of literacy and numeracy

Previous experience is not required, as training will be provided. However, applicants should be confident working in a school environment and committed to supporting young people during key assessment periods.



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Conditions of Employment

- **Grade 2 – £13.05 per hour**
- Sessional, term-time only work
- Working hours will vary according to the examination timetable

Safeguarding

Paget High School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. This post is subject to appropriate safeguarding checks, including an enhanced DBS check.

Applications

If you wish to apply for this position, please email office@paget.staffs.sch.uk with an attached covering letter.