

Examinations Invigilator

Required: The exam period this year starts 9th May and ends 21st June

Salary: NMW

Longridge Towers School is seeking to recruit Examination Invigilators.

Invigilators are required throughout the year for internal and external examinations, with the busiest time being the summer term. Their role is to assist the Examinations Officer to ensure that internal examinations are carried out in accordance with the School's regulations and external examinations are carried out in accordance with JCQ regulations. The role is to provide candidates with a positive and supportive, yet strict exam experience. Invigilators must be able to enforce regulations firmly, but fairly if necessary, and be able to deal effectively and promptly with any problems. Flexibility, reliability and an eye for detail are essential, as is the ability to communicate in clear, spoken English. A professional appearance at all examinations is required.

You will be required to carry out the various roles below depending on exam requirements:

- Invigilator
- Roving Invigilator
- Prompter
- Scribe and/or Reader(Additional training is required and provided)

The School is situated in beautiful grounds, three miles from the picturesque town of Berwick-upon-Tweed in North Northumberland.

Longridge Towers School is committed to safeguarding and promoting the welfare of children and young people. All post holders are subject to a satisfactory enhanced DBS clearance prior to commencement of work.

Further information and application forms are available on the school website or by contacting the school on 01289 307584 or by emailing vacancies@lts.org.uk. Please contact the School if you would like a printed version of the application form.

Please note CV's will not be accepted, the only method of application is by completing, in full, a School application form.

Longridge Towers School

Society of Heads, Independent co-educational, day and boarding, 330 pupils, aged 3 – 19 years.