

Rutlish School



Examinations Invigilators

Job Information Pack

- Advertisement
- Job Description



RUTLISH SCHOOL

Watery Lane, Merton, London SW20 9AD

Telephone: 020 8542 1212

Co-Headteachers: Ms Heather Ford & Mr Kevin Curran

Examination Invigilators

£10.20 per hour, employed on an ad-hoc basis throughout the examination periods

Rutlish School is a very successful, oversubscribed comprehensive school, which provides an outstanding learning environment for both students and staff.

We are currently expanding our bank of Invigilators and have opportunities for responsible and reliable people with excellent communication and organisational skills. Applicants are required to be physically fit, flexible in working hours and committed to supporting students at a stressful time.

No prior experience is necessary as full training will be given.

A Job Information Pack and Application Form can be found on our school website
www.rutlish.merton.sch.uk

Completed applications should be returned to jobs@rutlish.merton.sch.uk by 12.00 Noon on Tuesday 23rd April 2019

No CVs or Agencies please

We are committed to safeguarding the welfare of children and all applicants are therefore required to undertake a DBS (Disclosure and Barring Service) Check. We fully support the London Borough of Merton's Equal Opportunities Policy.

Rutlish School

Job Description

Post: Examinations Invigilator

Responsible to: Examinations Manager

Main Activities

- To be familiar with Examination Regulations
- To transport examination materials to and from the examination hall
- To support the Examinations Manager in issuing examination papers and relevant material
- To actively invigilate during each examination
- When required, to take an attendance register
- To provide candidates with support and advice only to the extent that it is consistent with Examination Regulation
- To report immediately any breaches of examination regulations to the Examination Manager or the representative
- If required, to act as a scribe for a student unable to write his own script
- To assist in the collection of completed examination scripts
- To assist in the collection of all other appropriate material at the end of an examination
- To assist in the collation of completed examination scripts
- To undertake any other duties as required by the Examinations Manager and as is consistent with the role of an invigilator

For further information regarding the role of the examination invigilator at Rutlish School or for a copy of the examination schedule for the Academic year 2018/2019 please contact the Lead Examinations Officer, Ms April Bancroft by e:mail april.bancroft@rutlish.merton.sch.uk or telephone 020 8542 1212 on ext 157.

Please note that due to the nature of the work you will need to be physically fit for this post