

EXAM INVIGILATOR

'Supporting young people from Early Years to Employment'



Salary: Salary: Grade 3, £11.78 - £12.18 per hour Timesheet Basis

Job type: Part Time, Casual

Closing Date: 5th April 2024 at 9.00am

Interview Date: To Be Confirmed

Job Overview

'Supporting young people from Early Years to Employment.'

Quest is an educational institution dedicated to providing high-quality learning experiences.

We are seeking dedicated and reliable individuals to join our team as Exam Invigilators.

In this role, you will be responsible for supporting the smooth running of exams at the University Collegiate School Bolton.

Key Responsibilities:

- Setting up exam venues and ensuring all necessary materials are provided
- Checking candidate identification and monitoring throughout the exam
- Dealing with any issues or disruptions in a professional manner
- Collecting and securely returning exam papers
- Adhering to exam regulations and maintaining a calm and controlled environment

Requirements:

- Excellent communication and organisational skills
- Ability to work effectively under pressure
- Attention to detail and a responsible attitude
- Flexibility to work on an ad-hoc basis
- Previous invigilation experience is desirable but not essential

If you are looking for a rewarding part-time role within the education sector, this position could be perfect for you. Join our team at Quest and play a vital role in ensuring the integrity of the examination process.

The Trust expects:

Appropriate level of qualification for the post

Good interpersonal and communication skills with pupils and colleagues

A personal commitment to our Trust values:

- Professional & Compassionate
- Responsible & Respectful
- Loyal & Kind

Application forms and further information can be obtained from Mrs. T. Hewitt CFO

t.hewitt@questrust.org.uk or call 07881363436

