



## The Bishop of Winchester Academy

### Exam Invigilators

Salary: £10.25 per hour

The Bishop of Winchester Academy is an oversubscribed and thriving Church of England School, recognised by Ofsted as 'Improving the life chances of all our pupils' (May 2017). There are exciting opportunities to join our motivated and ambitious team driven by the mantra of high expectations – no excuses.

We are looking to expand our pool of casual exam invigilators to join our friendly team in the running of internal and public examinations at the academy throughout the academic year.

The post would be ideally suited to reliable, organised and vigilant individuals who have excellent attention to detail and have the ability to remain calm under pressure. The successful candidates will have excellent communication skills and be able to supervise children in exam conditions. Whilst experience is preferred, full training will be provided.

Duties include supervising students taking public and internal examinations, supervising students between exams if appropriate, preparing exam rooms, distributing and collecting exam papers in accordance with the regulations.

This is a casual contract and working hours will be negotiated for each exam period. Hours offered would be between 8.00am – 4.30pm throughout the week and invigilators agree and commit to sessions of their choosing.

Our school is committed to safeguarding and promoting the welfare of children. Rigorous checks will be undertaken of the successful applicant's background credentials, including enhanced DBS checks.

Application forms are available on our website ([www.tbowa.org](http://www.tbowa.org)) or by emailing [recruitment@tbowa.org](mailto:recruitment@tbowa.org). Please send your completed application form to [recruitment@tbowa.org](mailto:recruitment@tbowa.org), addressing your covering letter to Mr Paul McKeown, Principal.

**Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CV's.**

Applications for these posts are welcome all year round.

