



## Examination Invigilators

We are seeking invigilators to join our established team for exams this summer. We expect the individuals to be available for work during school hours during the period May to June. There will also be the opportunity to accept additional invigilating work throughout the year during periods of internal examinations and also external examinations held during November, December, January and March.

Employment is on a part-time as required basis. The role involves the support and supervision of internal and public examinations when required, as outlined in the attached Job Description and Person Specification. Full training will be given (during the week commencing Monday 25<sup>th</sup> March). Successful candidates should be flexible in their hours of work, reliable and able to work as part of a team. They should possess good organisation and communication skills and an eye for detail. Interested candidates should apply in writing by completing the attached application form.

Should you wish to find out more specific details about the role, please contact our Exams Officer, Bridget Scott, by email on [b.scott@kingscollegeguildford.com](mailto:b.scott@kingscollegeguildford.com) or on 01483 458956. (Please note that Bridget is in the office on Mondays, Tuesdays and Thursdays.)

Closing date for applications: 4.00pm on Monday 11<sup>th</sup> February 2019

Interviews will take place during the week commencing Monday 25<sup>th</sup> February 2019

Completed applications should be submitted to Teresa Baker either by post to Kings College, Southway, Guildford, Surrey GU2 8DU or by email [t.baker@kingscollegeguildford.com](mailto:t.baker@kingscollegeguildford.com)

*"This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment".*