



SIR JAMES SMITH'S  
COMMUNITY SCHOOL

## CASUAL EXAM INVIGILATORS

We are looking to add to our team of exam invigilators, to help supervise and administer examinations within school hours on a casual basis.

Applicants must be responsible, reliable and confident in following and giving instructions. You will assist in setting up the exam venues and ensure that during the examinations, the JCQ instructions for conducting examinations are adhered to. Morning, afternoon or full day sessions may be available but you must be flexible.

Previous experience working with young people would be an advantage and training will be provided.

Successful applicants will be subject to an enhanced DBS check.

The role of an exam invigilator involves a variety of things including:

- ✿ Preparation of the exam room
- ✿ Handing out/collecting exam papers
- ✿ Supervising students whilst the exam is in progress
- ✿ Assisting a student with Special Needs or Access Arrangements as a reader or scribe
- ✿ Ensuring that students comply with exam rules and regulations

This post is casual, term time only to cover exam dates throughout the school year.

Salary: B3 - £11.59 per hour + holiday pay  
Closing date: Not applicable  
Interviews: To be advised  
Start Date: Determined by exam timetable

### How to Apply:

Go to: Cornwall Council vacancy website  
<https://www.nclt.academy/>  
<https://www.sirjamesmiths.cornwall.sch.uk/>

Email: [jobs@nclt.academy](mailto:jobs@nclt.academy)

*We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.*

Sir James Smith's School, Dark Lane, Camelford, Cornwall PL32 9UJ

Headteacher: Marc Cooper

Tel: 01840 213274 [enquiries@sirjamesmiths.cornwall.sch.uk](mailto:enquiries@sirjamesmiths.cornwall.sch.uk)

[www.sirjamesmiths.cornwall.sch.uk](http://www.sirjamesmiths.cornwall.sch.uk)



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