

# Exam Invigilators

## Required ASAP

**Casual, as per claim contract, at £10.99 per hour**  
**Term time only, school opening hours**

Flexible working opportunity (ideal 'return to work' job or for fitting around an existing part time job)

We are seeking to recruit a number of dependable people to join our team of invigilators to assist in conducting examinations. Required for various dates throughout the year, particularly in November, December, March, May and June. The dates and times of exams will be made available in advance allowing you to work at times that suit you. However, availability in May and June is essential from 8.30am for morning exams until approx. 3.30pm for afternoon exams.

Successful candidates will need to be reliable, well-organised, punctual and able to communicate effectively with students and staff alike. No experience is necessary as we will provide full training and an enhanced DBS check will be required.

Please refer to the applicants' pack on our website (Join Us/Vacancies) for further information on how to apply via eTeach.

Visits to the school can be arranged. Please contact our recruitment team via: [recruitment@thomaskeble.gloucs.sch.uk](mailto:recruitment@thomaskeble.gloucs.sch.uk) if you would like to visit and / or have an informal discussion about the post.

**The closing date for applications is 7<sup>th</sup> April 2024, however we would recommend an early application as we may interview suitable candidates before the closing date.**

Thomas Keble School is committed to safeguarding the welfare of children. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy comes to light subsequently.

*Thomas Keble School is an Equal Opportunities Employer*