AYLESTONE SCHOOL
Broadlands Lane, Hereford, HR1 1HY
Tel. 01432 357371 hr@aylestone.hereford.sch.uk

In Federated Partnership with Withington and Broadlands Primary Schools

Examination Invigilators

Casual Hours to cover internal and external exams throughout the school year.

HC3 SCP3 - £13.28 per hour

We are looking to appoint committed and enthusiastic Examination Invigilators to join our existing friendly and experienced Invigilation Team ahead of the Summer 2027 GCSE exams season.

Examination Invigilators play a vital role in the running and administration of examinations in accordance with the 'Instructions for Conducting Examinations' as laid down by the awarding examination bodies and the Joint Council for Qualifications (JCQ) Guidelines.

The successful applicants will be reliable, flexible and readily available during the main examination periods. We are looking for somebody with effective communication skills, good interpersonal skills and the ability to work well as part of a team to assist in the administrative work that needs to take place immediately before, during and after an examination.

Candidates should be calm and have a confident disposition and an ability to make decisions on the spot, whilst having a reassuring presence with pupils in examination rooms and be able to give instructions and confidently manage situations involving different groups of pupils.

Hours of work will depend upon the GCSE examination timetable, but generally we would require an 08:30hrs start for morning examinations, and a 12:45hrs start for afternoon examinations.

All successful applicants would be required to work with the school's Examinations Officer and as part of the Invigilation Team and duties will include, but not limited to:

- Preparing the examination room(s) for exams ensuring that the correct papers and necessary equipment is available to pupils.
- Actively Invigilate the pupils during their examinations.
- Assist with the collection and organisation of papers and scripts after the examinations.
- Adhere to the Invigilator Confidentiality and Security Agreement.

Unfortunately, we cannot accept applications from parents or relatives of any of our current Year 11 cohort.

No experience in this role is necessary as full training will be given.

Applicants may, if they wish, contact the School's Examinations Officer, Paul Cotton on 01432 357371 Extn. 122 to have an informal conversation regarding the role.

Aylestone School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to a Disclosure and Barring Service (DBS) enhanced check and further pre-employment checks will be conducted in accordance with KCSIE. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask Job applicants to declare all convictions and Cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

To apply please complete a 'Support Staff Application Form', available from our School's website: www.aylestone.hereford.sch.uk and return to HR@aylestone.hereford.sch.uk

Closing date for applications: Friday 27th November at 9am

Interviews: Week Commencing Monday 7th December