

Wellington School

11 – 18 School with Academy Status



Exam Invigilator

Required from February/March 2022 and for Summer 2022
Casual Contract - £9.50 per hour

Wellington School wish to appoint Exam Invigilators to join our friendly team in the running of all public and internal examinations at the school throughout the academic year. This is a casual contract and working hours will be negotiated for each exam period. The post would be ideally suited to applicants who are highly organised, vigilant, reliable and with excellent attention to detail. In addition, you should be able to remain calm under pressure and be flexible to be called in at short notice.

Duties include supervising pupils taking public and internal examinations, supervising clash candidates between exam sittings, preparing exam rooms, distributing and collecting exam papers in accordance with the JCQ regulations.

The successful candidates will be enthusiastic, reliable and passionate about helping young people. Full training will be provided.

If you are interested in joining the team, please contact Mrs Baxter on 0161 928 4157 in the first instance for an informal chat.

For further details please see the School Website www.wellington-school.co.uk or contact the School.

**Wellington School, Wellington Road, Timperley,
Altrincham, Cheshire, WA15 7RH**
Tel: 0161 928 4157 www.wellington-school.co.uk
Email: admin@wellington.trafford.sch.uk
Closing date: Thursday 31st March

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).