Exam Invigilators

South Shore Academy are seeking to appoint Exam invigilators who will be required throughout the year for internal and external examinations £10 per hour. Various hours and days available.

The Role:

The role of an invigilator will require you to provide a professional examination service ensuring a calm environment to give candidates the best possible opportunity to be successful in their exams. You must follow the required guidelines/regulations for the integrity and security of examinations and procedures during invigilation.

Duties will include:

- Assisting with the setting up examinations venues in accordance with strict procedures
- Supervising during exam sessions and dealing with any queries raised by students
- Distributing question papers and collecting completed scripts at the end of the examination.

The work available is on an ad-hoc basis throughout the year but mostly during May to the end of July. The ideal person will need to be flexible, calm, punctual, reliable, well organised and able to deal with students in a calm and professional manner. You must be able to work upon own initiative as well as part of a team.

Full training is provided.

An application is available from our website www.southshoreacademy.co.uk/vacancies or alternatively you can contact Yasmin Hylton on 01253336500 for further details.