



Invigilator Vacancies

We are seeking to recruit new invigilators for internal and external exam season at Casterton College Rutland. We presently have a group of dedicated invigilators, but we need to recruit additional members for this team. We are looking for individuals who can promote a supportive atmosphere for our students so that they achieve their best.

You will be responsible for the smooth, secure running of allocated exam sessions, working under the direction of the Examinations Officer at Casterton College. Duties will include timing of exams, distribution and collection of exam papers, assisting students with additional needs and ensuring Examination Board Regulations are adhered to at all times.

Good communication skills, an observant eye and attention to detail are essential. You will need to have a calm nature, and work effectively in a busy environment. Training will be provided for both new and experienced invigilators. An Enhanced Disclosure and Barring Certificate is compulsory for all staff working in a school. This will be organised and paid for by the school.

You will be usually be required to start at 8.30am for 9.00am exams and 1.00pm for 1.30pm exams. Invigilators are given a timetable detailing the duration of examinations which may vary, but usually last around 1-3 hours. We can be flexible with your working hours to suit both of our needs. This type of role tends to suit people who are not looking for a regular income but like hours that suit around school times (give or take half an hour) and school holidays.

If you think you would be interested or require more information please contact **Lisa Jackson** on jacksonl@castertoncollege.com