



Job Advert

Reports to:	Examinations Officer
Start:	As soon as possible
Salary:	£10.00 per hour
Location:	Avanti House Secondary School Wemborough Road, Stanmore, HA7 2EQ

Avanti House School is seeking to employ people to join our team of invigilators for our internal and external examinations.

These take place throughout the academic year but the main examination season is during the months of May and June.

Invigilators are expected to patrol the examination room to ensure that candidates do not speak or cheat and conduct themselves in an appropriate manner. Invigilators will be paid at an hourly rate of £10.00 and will work under the direction of the Exams Officer.

Invigilators will ensure that the examination papers have been given out correctly and will work with the Examination Officer to ensure that all materials, resources, equipment are available in the examination room. He/she will ensure that a register of candidates attending, and a seating plan are completed for all sessions.

Examinations take place from 8.30 am and sometimes do not finish until 4.30 pm. However, we expect the team to be able to be flexible to allow for morning and/or afternoon invigilation.

In addition to the examinations you will also be required to attend a training day. These days will be paid at the standard invigilator rate and are compulsory.

Completed applications forms should be submitted to careers@avanti.org.uk.