



HOE VALLEY SCHOOL

EXAM INVIGILATOR

JOB DESCRIPTION

SALARY: £14.65 per hour (including holiday pay)

The School

“Hoe Valley School is an inspiring environment at the heart of its community where every student’s experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve their highest potential.”

Hoe Valley School is:

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be ‘work-ready’ and the traits of excellent global citizens
- Following the National Curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Committed to learning which is relevant with links to the ‘real world’ of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings, and ultimately by trusting our staff to deliver excellent outcomes

The Role

We are looking for Exam Invigilators to join our team. This role is to ensure the examinations run smoothly, with the best possible experience provided for our students, while ensuring the examination board regulations are observed at all times.

The exam season covers six weeks in May and June, with opportunities to support internal examinations throughout the year. The work is paid on an hourly basis and you would be required for a mixture of morning, afternoon and all day sessions. Candidates should be able to commit themselves to working a minimum of 6 sessions per week throughout the examination periods.

CORE RESPONSIBILITIES

A successful candidate would work with the Exams Officer to ensure

- The exam hall is set up correctly, according to exam regulations, and papers distributed correctly
- The students are seated in accordance with the seating plan
- The correct exam procedures are adhered to at all times
- Invigilators are vigilant and observe students sitting the exam to ensure they are not communicating or disrupting others
- After the examination, all papers are collated correctly for return to the examinations office

You will be

- Reliable, punctual and hard working
- Professional and well-organised
- Good communicators
- Calm, with common sense, and pay attention to detail
- Available to work flexible hours
- Willing to apply for a DBS

Previous experience would be an advantage, but not essential, as full training will be provided

What we offer

- Flexible and term-time hours
- £14.65 per hour (£13.00 + 12.7% holiday pay)
- The opportunity of working within a supportive, friendly environment in this well run and respected school
- Free parking in our School car park