

Honiton Community College Academy Trust  
School Lane  
Honiton  
EX14 1QT



## EXAM INVIGILATORS

We are seeking to appoint reliable, professional exam invigilators on a casual basis to join our existing team, assisting with internal and external examinations throughout the academic year. Duties involve setting up the exam room, ensuring proper conduct of students during exams, the distribution of exam scripts and collection thereafter. Candidates must be confident communicators and able to deal with students in a firm but pleasant manner.

Our busiest time of year is May/June - it would be essential that applicants are available to work over this period. Hours are allocated in advance and are on a casual basis. Ideally you will have previous experience but this is not essential as full training will be provided.

An Enhanced DBS will be undertaken by the College.

<b>Salary:</b>	£7.85 per hour.
<b>Hours:</b>	Part-time / flexible
<b>Start date:</b>	As soon as possible
<b>Closing date:</b>	09:00 Friday 09 <sup>th</sup> February 2018
<b>Interview date:</b>	Tuesday 27 <sup>th</sup> February 2018

A job description, person specification and application form are available on the College website (vacancies tab → support staff vacancies) alternatively telephone Jenny Bigmore, P.A to the Principal on 01404 549859 or e mail [jbigmore@honitoncollege.devon.sch.uk](mailto:jbigmore@honitoncollege.devon.sch.uk). Please e mail your completed application form to the above e mail address or posted for the attention of Jenny Bigmore.