*Salford Roman Catholic Diocese*

*In partnership with Tameside Metropolitan Borough Council*

# St Thomas More RC College

# Town Lane, Denton, Manchester, M34 6AF

**EXAMINATION INVIGILATORS**

**CASUAL POSTS:** During exam periods only (2wks Nov or Jan; 7wks May &June)

**Hours as required:** 8.15am – 4.00pm

**Hourly rate:** £12.11

**St Thomas More RC College** is looking for Exam Invigilators, responsible for the supervision of external (GCSE) and internal examinations in the examination rooms in accordance with the rules and regulations of the respective examination boards and the school as instructed by the **Exams Officer.**
The successful applicant will assist in admitting candidates to the examination room in a quiet and orderly way. They will assist with the handing out and collection of examination materials and will be constantly vigilant when an examination is running, ensuring that the conduct of the exam takes place within the stipulated guidelines. They will report any problems to the **Examinations Officer**.

**· Do you enjoy working as part of a team?
· Are you interested in working in a school environment?
· Are you responsible, punctual, calm, organised and approachable?**
If you can **'yes'** to these questions, then this opportunity is for you!

Our pupils are ready to sit their exams; we’re looking for the right people who care enough to support our candidates at this time in their school career. The successful applicant’s appointment will be subject to satisfactory clearance by the Disclosure and Barring Service. Full training will be given to successful candidates.

If you require any further information or an informal discussion about the post, please do not hesitate to contact our Exams Officer.

*Telephone:* ***0161 336 2743***

*Email:* *r.mansoor@stmcollege.org.uk*

**Closing Date:** 3.00pm on Friday 19th April 2024.

**Once you have completed application form, please return it via email to the Examination Officer:** *r.mansoor@stmcollege.org.uk*

The school is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment.

This post requires an enhanced disclosure from the Disclosure & Barring Service (DBS).