

Examination Invigilators

Dates:

Apply by: Thursday 1st February 2024

Interviews: Thursday 8th February 2024

To Start: May 2024

Rate of Pay:

£12.00 per hour

Location:

Burnley, Lancashire

Contract Type:

Casual

We are seeking to appoint Examination Invigilators on a casual basis to assist with internal and external exams throughout the year.

We are looking for outstanding individuals who can:

- Support the efficient delivery of exams to candidates, ensuring that relevant procedures and guidelines are adhered to at all times.
- Be flexible in their approach to working hours and arrangements.
- Demonstrate strong communication skills and be able to work under pressure.
- Demonstrate initiative, strong attention to detail and sound administrative skills.
- Be able to work as a team.
- Be accurate in both verbal and written communication.

Whilst the role is offered on a casual basis, hours will be agreed with the successful candidates in advance, and there will be an opportunity to work regularly during the School's examination periods. Full training will be provided for the successful candidates.

For further details about the post including details of how to apply, please visit <https://unity-college.com/vacancies/> or contact Stephanie Russell, Examinations Officer s.russell@unity.lancs.sch.uk.

Closing date for applications is Thursday 1st February 2024.

Interviews will take place on Thursday 8th February 2024.