



Enville Road, Kinver, Stourbridge DY7 6AA
Website: www.kinverhigh.co.uk
Email: office@kinverhigh.co.uk
Tel: (01384) 686900

Exam Invigilators - Term Time Only **SCP 1-2 £9.00 – £9.18 per hour**

The Head Teacher and Governors of Kinver High School require 6 x Exam Invigilators on a flexible basis, during term time only.

Working days and hours are flexible and hours cannot be guaranteed. You will need to be reliable and punctual during the exam period.

You will be responsible for setting up exam rooms, the distribution and collection of exam papers, for starting and finishing exams on time, and for ensuring that all exam regulations are followed.

Candidates will need to be a people person, a good communicator, have the ability to organise, plan and prioritise, have good numeracy and literacy skills and work as part of a team.

Experience is preferable but not essential as training will be given.

Application forms and further details can be accessed from the School's web site, www.kinverhigh.co.uk, or by telephone from Mrs Jane Sprague on (01384) 686900.

Closing Date: Friday 21st February 2020

Interviews: Week beginning Monday 24th February 2020

Please return completed application forms via email to: jsprague1@kinverhigh.co.uk

** We reserve the right to close the vacancy prior to the advertised date if we receive a large number of applications.*

We are committed to safeguarding and promoting the welfare of the children, therefore this post is subject to an Enhanced BDS disclosure and is exempt from the Rehabilitation of Offenders Act (1974). Applicants will also be required to complete a Health Questionnaire as part of the recruitment process.