#### WYVERN COLLEGE

**BOTLEY ROAD, FAIR OAK, EASTLEIGH, HANTS, S050 7AN**E-mail: hrdept@wyvern.hants.sch.uk Tel. 023 8069 2679
 **Position:** Casual Exam Invigilator

We are seeking enthusiastic and reliable individuals with a strong sense of integrity and a keen eye for detail to join our Exam Invigilators Team on a casual, ad-hoc basis. As an Exam Invigilator, you will be responsible for supervising students during our exam seasons, ensuring that all exam protocols are followed.

**Key Responsibilities:**

* Supervise students during examinations, ensuring a calm and focused environment.
* Enforce exam rules and regulations, ensuring fairness and integrity.
* Assist with the smooth running of exam procedures.
* Manage any issues that arise in accordance with exam policies.

**Essential Criteria:**

* High level of integrity and professionalism.
* Excellent attention to detail.
* Ability to remain calm under pressure.
* Flexibility to work during peak exam periods.

**Working Hours:**

* Morning sessions: 8:00am / 8:15am start
* Afternoon sessions 12:15pm / 12:30pm start

Exam Seasons: February, April, May, June, and November.

**Training:** Full training will be provided.

**Pay:** £12.49 - £13.99 per hour plus a top-up to cover holiday pay.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.  The successful applicant will be required to undertake a disclosure and barring service check.  All appointments are subject to the satisfactory completion of all pre-employment checks.

This is a casual role, ideal for individuals looking for flexible, seasonal work. If you are passionate about ensuring a fair and structured environment for students during exams, we encourage you to apply.

An application form can be downloaded at [www.wyverncollege.org.uk/recruitment](http://www.wyverncollege.org.uk/recruitment)

Closing date: Friday 14tth February