

# Davison CE High School for Girls

Selborne Road, Worthing, West Sussex, BN11 2JX  
Telephone: 01903 233835



<b>Position</b>	Exam Invigilator		
<b>Line Manager</b>	Exams/Cover Manager		
<b>Scale</b>	WSCC NJC Grade 2 (£22,366 pro rata) £11.59 per hour	<b>Hours</b>	Casual basis Term time only
<b>Position objectives</b>			
Exam Invigilators assist with our student examinations. Mock examinations take place throughout the school year and the main summer examination period runs from early May through to late June. Sessions can vary in length, although you will always need to be available for the beginning of each session and for its duration.			
<b>Main duties</b>			
The role involves helping to organise at the beginning and end of each exam, ensuring silence in exam venues, invigilating during exams and dealing with candidate enquiries.			
<b>Experience</b>			
<ul style="list-style-type: none"><li>• GCSE Maths/English</li><li>• Experience of working with young people preferred</li><li>• Experience of working in an education environment preferred</li><li>• Experience of working in and contributing to a team</li><li>• An understanding of learning and/or physical difficulties preferred</li></ul>			

Davison CE High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference and DBS check, in line with "Safeguarding Children & Safer Recruiting".

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Jan 2024