

Stanchester Academy is a secondary school located in Stoke-Sub-Hamdon. The school is part of the Bridgwater & Taunton College Trust.

Exam Invigilators

Job Ref: 225

This is a casual position - hours and days vary according to need.

Pay: £10.13 per hour

We are seeking reliable people to join our invigilation team to support the Academy with invigilation of external and internal examinations. Invigilators are required to follow strict examination regulations to ensure the integrity and security of examinations for our students. We are looking for people who are flexible, calm, punctual, reliable, highly organised and able to deal with students in a calm and professional manner. You must have excellent communication skills and attention to detail, and should be able to stand for substantial periods of time.

Duties will include:

- Assisting with the setting up of examination venues and distributing exam papers in accordance with strict procedures
- Observing students during exam sessions to ensure the integrity of the exam
- Collecting completed papers at the end of the exam

External (GCSE) examinations will take place in May and June each year. We also have internal examinations throughout the school year. It is essential that you are available between 08:15 – 15:15 on at least 2 working days in any one week during the above periods, and that you regularly access an email account.

Full mandatory invigilation and safeguarding training is provided on an annual basis and takes place in Sept/Oct. Training is mandatory and, in accordance with regulations, we cannot offer any work during the academic year to non-attenders.

Please use the application form supplied on our website. All applications must be completed; incomplete applications will not be considered. Please note we do not accept CVs.

Once completed, please email your application form to: recruitment@btc-trust.org

Closing date: 12pm on Friday 18th June 2021



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Anticipated Interview Date: w/c 28th June 2021