



MIDDLEWICH HIGH SCHOOL
"ACHIEVEMENT FOR ALL"

"Middlewich High School has a prevailing ethos of harmony and respect for others"
(Ofsted Nov 2015)

Exam Invigilator
(JDQ AAAE5132)

Casual Contract
Grade 2 + National Living Wage - £7.85 per hour

We are looking to appoint an Exam Invigilators to assist during the examination period.

Duties to include:

- Assist with checking, preparation and set up of exam rooms, prior to arrival of pupils
- Check identity of candidates, complete attendance registers and distribute examination papers
- Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout.
- Assist candidates as appropriate with additional supplies of paper and stationery.
- Monitor the efficient timing of the exam to required standards
- Collect, check in and maintain integrity of examination papers at the end of the exam.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful applicant must have enhanced CRB disclosure and satisfactory references. The School is an equal opportunities employer.

For a Job Description and further application details, please visit the school website
www.middlewichhigh.cheshire.sch/vacancies

If you require any further information please email: Mrs Emma Sayle (Business Manager: Personnel) at esayle@middlewichhigh.cheshire.sch.uk