

Exam Invigilators Required for Autumn Term 2023

University College School are building up a small team of Invigilators who can be called upon to support the Head of Examinations with the smooth running of internal Mock and Public Examinations. Essential qualities are punctuality, attention to detail, the ability to work calmly and efficiently under pressure, sound communication skills and the ability to work independently as well as part of a team while supporting and taking direction from the Head of Examinations.

The main examination session will be January to June. However, there will be opportunities to work at other times throughout the year. Please note that this work is seasonal and candidates must be flexible with hours.

Invigilators are required to ensure that examinations are carried out according to the rules set out by the examination boards, allowing each candidate to sit the examination in the same conditions as other candidates throughout the country. Your main duties will be to set up and supervise all aspects of the examination and remain vigilant throughout. Previous experience is not required, as training will be provided.

Please complete an application form available at <https://www.ucs.org.uk/about/work-at-ucs/> and send to recruitment@ucs.org.uk.

The closing date for applications is 12pm Friday 27th October 2023

Please note that we reserve the right to interview candidates before the stated closing date; we would therefore welcome early applications.

UCS is fully committed to the safeguarding of children. All applicants for this post must be prepared to undergo child protection screening.