

# Become part of a great team



[www.haydonschool.com](http://www.haydonschool.com)



CLICK HERE TO  
**APPLY**

## Exams Invigilator

Part Time - Hourly rate of £13.81 (Scale 2 Point 4)

Immediate start

*Haydon is a large, friendly and creative school in North West London. We have been judged as good by OFSTED.*

### The Role:

We have an exciting opportunity for you to work with our dynamic, highly motivated staff, enthusiastic students, supportive parents and Governing Body.

If you are looking for a school where your passion and ideas will be welcomed, we would love to hear from you.

- To work in accordance with the JCQ Instructions for the Conduct of Examinations.
- To actively supervise candidates in the examination room at all times.
- To provide support and resources to students, as necessary.
- To assist in the preparation and clearing of the examination room.
- To assist in the reconciling, packing and posting of scripts.
- To report any incidences of irregular behaviour or conduct prejudicial to the completion of the examination.

### About you:

At Haydon School, we really value people who work well in a team, are self-starters, enthusiastic, and have a can do attitude.

### Requirements:

- Degree level education is desirable
- Excellent communication and interpersonal skills
- Enthusiasm to learn and develop
- High personal and professional standards
- Adaptable, reliable and organised

### How to apply:

Please click on 'Click Here To Apply' button for our application form.

Applications and covering letter should be sent to:  
[hr@haydonschool.com](mailto:hr@haydonschool.com)

Please note: CVs will not be accepted. We reserve the right to interview on application.

### More info:

If you would like to discuss the post or require further information, please contact: Rupesh Jotangia  
[rjotangia@haydonschool.com](mailto:rjotangia@haydonschool.com)

*Achieving individual excellence  
in a caring community*