



**HAYDON
SCHOOL**

**BECOME PART OF
A GREAT TEAM**

EXAMS INVIGILATORS

SCALE 2 POINT 4, £11.30 PER HOUR

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

THE ROLE:

Haydon School is looking to appoint casual Exams Invigilators who will be responsible to and work under the guidance of the Examinations Officer.

The purpose of the role is to ensure that the examination is conducted according to the strict regulations laid down by the Joint Council for Qualifications.

Invigilators are required to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities
- Ensure the security of the examination before, during and after the examination
- Prevent possible candidate malpractice

YOU WILL:

Have a good standard of general education including GCSE maths and English at grade C or above, or proven high level literacy and numeracy skills

Communicate effectively with professionalism and respect, forming excellent working relationships with all stakeholders

Be proactive, use your initiative and flexible to adapt to changing school priorities

Be prepared to develop new skills and working methods in order to effectively respond to changing school needs

Ability to communicate effectively with students and staff

TO FIND OUT WHY WE'RE SO PROUD OF HAYDON SCHOOL AND LEARN MORE ABOUT THIS ROLE:

Visit our website now www.haydonschool.com or check us out on twitter @HaydonSchool

HOW TO APPLY:

An application form can be found on our website under 'Join Us' and 'Vacancies.' Applications and covering letter should be sent to: gmc Cauliffe.312@lgfmail.org

Please note CVs will not be accepted

We reserve the right to interview on application

MORE INFORMATION:

If you would like to discuss the post or require further information, please contact rjotangia.312@lgfmail.org

Haydon School
Wiltshire Lane
Eastcote, Pinner
Middlesex
HA5 2LX

Tel: 020 8429 0005

To promote a safe environment for students, Haydon School employs a strict selection and recruitment policy which includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks.

Haydon School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers must share this commitment.

COMMITTED TO

INDIVIDUAL EXCELLENCE

IN A CARING COMMUNITY