



## Exam Invigilators

Grade 1

Casual Hours to be agreed as required

Required for examinations throughout school year, but particularly in May and June

Duties include:

Supervising students in exams, preparing exam rooms and distributing and collecting exam papers

The ideal applicant will be:

Highly organised, vigilant and reliable, have excellent attention to detail and ability to remain calm

We are particularly interested in applicants who are available any day of the week (Monday – Friday) and have the flexibility to be called in at short notice

Full training will be given

**Closing date:** Wednesday 1<sup>st</sup> March 2023  
**Interviews to be held:** TBC

### Online Checks

In line with KCSIE (Keeping children Safe in Education) 2022 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application.

Completed application forms or CV's should be returned to [apply@finhampark.co.uk](mailto:apply@finhampark.co.uk) or by post to:

HR Department  
Finham Park 2  
Torrington Avenue  
Coventry  
CV4 9WT