



# THE BUCKINGHAM SCHOOL

## A Specialist Sports College

London Road, BUCKINGHAM MK18 1AT  
Tel: 01280 812206 Fax: 01280 822525  
E-Mail: [office@buckingham.bucks.sch.uk](mailto:office@buckingham.bucks.sch.uk)  
Website: [www.buckingham.school.com](http://www.buckingham.school.com)  
Headteacher: Angela Wells



## EXAM INVIGILATORS

Bucks Pay Range 1A Point 6 (FTE £14,935 or £7.74 per hour)

REQUIRED AS SOON AS POSSIBLE FOR

2016 / 2017 EXAMINATIONS

The Buckingham School is striving to be an "Outstanding School" and wish to appoint suitably experienced, mature and enthusiastic Exam Invigilators whose role is to give support in conducting both internal and external examination sessions.

You will need to be someone who:

- Has a genuine interest in education
- Interacts well with young people
- Can assure that the integrity of the exams is maintained at all times.

The role will require you to work flexible hours during examination period(s). Usual morning and afternoon sessions start times are as follows:

**Morning from 8.30am / Afternoon from 1.00pm**

The school follows all Safeguarding Procedures and Guidance. An enhanced DBS will be required.

The successful candidate will be:

- Confident and able to communicate effectively with students and staff
- Vigilant, organised and approachable
- Able to remain calm at all times
- A good team member
- Able to work within given guidelines

For further information about the role please contact Mrs Clare Wattam, Examinations Officer on **01280 818682** or [cwattam@buckingham.school.org](mailto:cwattam@buckingham.school.org)

Please download a vacancy pack from the school's website or telephone for one to be posted to you. Completed applications should include two recent, relevant professional referees and be accompanied by a covering letter, this should be sent to [office@buckingham.bucks.sch.uk](mailto:office@buckingham.bucks.sch.uk) or alternatively can be posted to:

Mrs A Allen, PA to Headteacher, The Buckingham School, London Road, Buckingham, MK18 1AT

**Closing Date: 12pm, Tuesday 15<sup>th</sup> November 2016**

**Interview Date: w/c 21<sup>st</sup> November 2016**

*The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. We are also committed in promoting community cohesion, healthy school and young enterprise.*

**Success for all through  
~ ACHIEVEMENT, CHALLENGE and ENJOYMENT ~**