



# THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE

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Headteacher: Mr Andy McGinnes

## EXAM INVIGILATORS

**Bucks Pay Range 1B Point 6 (£9.73 per hour)**

**REQUIRED AS SOON AS POSSIBLE**

The Buckingham School wishes 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 Sarah Mills, Examinations Officer on 01280 812 206 or [smills@buckinghamschool.org](mailto:smills@buckinghamschool.org)

Job description and application form is available from the school website or alternatively please telephone us and we can arrange for these to be posted to you; Interested applicants should complete the application form in full, giving full contact details of two recent, relevant professional referees. Please also include a letter of application, which should be sent to Mr Andrew McGinnes, Headteacher, The Buckingham School, London Road, Buckingham, MK18 1AT or email [aallen@buckinghamschool.org](mailto:aallen@buckinghamschool.org)

**Closing Date: 9am Wednesday 14<sup>th</sup> October 2020**

**Interview Date: TBC**

*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 & Enjoyment**

