



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

London Road
Buckingham
MK18 1AT

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Website: www.buckinghamschool.org

Headteacher: Mr Andy McGinnes

EXAM INVIGILATORS

Bucks Pay Range 1B Point 6 (£10.18 per hour, inc holiday pay)

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

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 addressed to Mr Andrew McGinnes, Headteacher, The Buckingham School, London Road, Buckingham, MK18 1AT or email aallen@buckinghamschool.org

If you are unable to access the application form electronically, and require a job description and application form to be posted to you, or indeed have further questions relating to this role please contact Mrs Sarah Mills, Examinations Officer on 01280 818 682 or smills@buckinghamschool.org – we look forward to hearing from you!

Closing Date: 9am Monday 4th October 2021

Interview Date: W/C 4th October 2021

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

