THE BUCKINGHAM SCHOOL

An Ofsted Graded Good School

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EXAM INVIGILATORS

REQUIRED AS SOON AS POSSIBLE

Bucks Pay Range 1B Point 6 (£14.55 per hour, Inc. holiday pay calculation)

The Buckingham School wishes to appoint suitably experienced, mature and enthusiastic Exam Invigilators whose who will 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

Please access the full job description, application form and self-declaration form from the school's website www.buckinghamschool.org . Completed applications, giving full contact details of two recent relevant professional referees (one of which is your current employer) to: Mr Andy McGinnes, Headteacher, The Buckingham School, London Road, Buckingham, MK18 1AT or email to emansfield@buckinghamschool.org

Closing Date for Applications: 9am, Friday 2nd October

Interview Date: TBC

Please note that CVs will not be accepted for any posts based in the school
The Buckingham School is committed to safeguarding and promoting the welfare of children.
Applicants must be willing to undergo child protection screening appropriate to the post,

. As part of the pre-employment process, an enhanced DBS Check, Prohibition Checks, and Online/Social media screening will be undertaken in line with the Keeping Children Safe in Education Act. In addition, we will undertake relevant background checks, including checks with past employers - All applicants will be required to provide two suitable references and a full employment history.