



**An 11 – 16 Leading Edge Academy and Teaching School of 874 students**

**CAMBRIDGE ROAD, LINTON, CAMBRIDGE, CB21 4JB**

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**Executive Principal: Mrs Helena Marsh, MEd**

## **EXAM INVIGILATORS**

### **£9.00 per hour**

Applicants will be required to invigilate external examinations, to be part of a team working with GCSE students whilst they are sitting their examinations. No previous experience is required as training will be given. The examinations will run periodically from May 2019.

#### **JOB DESCRIPTION**

To invigilate external examinations:

- Giving out and collecting in examination papers
- Handing out equipment to students
- Ensuring examination rules are enforced
- General supervision.

Training and support provided.

#### **PERSON SPECIFICATION**

Criteria	Essential or Desirable
<b>Qualifications</b>	
GCSE x 5 including English Language	D
<b>Experience</b>	
Experience of working with children	E
Experience of working in a school or college environment	D
<b>Knowledge, skills and abilities</b>	
Confident use of English	E
Ability to maintain confidentiality of staff/student information	E
A willingness to undertake training	E

<b>Personal Qualities</b>	
Suitability to work with children and young people	E
Flexibility	E
Commitment to working with other staff as part of a team	E
Personable and well presented	E
All employees of Linton Village College share responsibility for the welfare of students in our care and for child protection	E

## **APPLICATIONS**

Your letter of application should include: your motivation for the post; your skills; knowledge and experience; experience you have gained outside work through voluntary experience or leisure interests. Completed applications should be returned to Elaine Clayton at the College by 12 noon on Monday 25 March 2019. Only applications submitted on the College's application form will be considered. If you do not hear from us within 6 weeks of the closing date please assume that your application has been unsuccessful.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments will be subject to DBS clearance and satisfactory references.

We welcome applications regardless of age, gender, ethnicity or religion.

Helena Marsh  
Executive Principal  
March 2019