



BISHOP WORDSWORTH'S SCHOOL

Exeter Street, Salisbury, SP1 2ED

Tel: 01722 333851

Headmaster: Dr S D Smallwood, BSc (Hons) PhD NPQH

Casual Exam Invigilators

Required for November 2017

Working hours will be available depending on examination requirements

but will normally be between 0830–1600 Monday – Friday.

BWS Support Staff pay scale Grade B Point 9 (£14,470 FTE)

£7.50 per hour – Hourly claiming basis

This post will remain open until filled

Bishop Wordsworth's School enjoys a hard earned reputation as one of the finest schools in the country, renowned for its traditions of excellence, its strong links with the Church of England and Salisbury Cathedral and its sense of pride in the school community.

We are looking to recruit new Exam Invigilators to work with the existing team in the running of all public examinations at the school as well as some internal exams throughout the year. The post would be ideally suited to applicants who are highly organised, vigilant and reliable, have excellent attention to detail and have the ability to remain calm under pressure and the flexibility to be called in at short notice.

Duties include supervising pupils taking public examinations, preparing exam rooms and distributing and collecting exam papers. Full training will be provided and working hours will be negotiated for each exam period.

Interested? We would love to hear from you. Visits prior to application/interview are welcome. To download an application form and for further details please see the school website http://www.bws-school.org.uk/The_School/Vacancies/.

Applications are accepted by post and email. For queries please contact Mrs A Lloyd-Gilmour, HR Manager alg@bws.wilts.sch.uk or Mrs Jan Glasson, Examinations Officer jg@bws.wilts.sch.uk

All posts are subject to a Disclosure and Barring Service check

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check as well as other relevant pre-employment checks including satisfactory references and medical clearance.