



Vacancy

**Falmouth School and Sixth Form
Part of The Roseland Multi-Academy Trust
Trescobeas Road, Falmouth, Cornwall, TR11 4LH**

Tel: 01326 372385

Website: www.falmouth.cornwall.sch.uk

Examination Invigilators

Casual

Salary £12.27 per hour

Start Date: by negotiation

Do you have the drive, passion and commitment to deliver outstanding support? We are recruiting a number of Exams Invigilators to join our Exams team. This is a flexible role that provides full training and the opportunity to join a friendly and supportive team.

A fantastic opportunity has arisen for highly motivated Exam Invigilators to join Falmouth School. We are a comprehensive school of 980 students including a growing Sixth Form. At Falmouth School, we expect the utmost diligence and commitment to learning from everyone. Falmouth School and Sixth Form is part of The Roseland Multi-Academy Trust, consisting of three secondary schools, two primary schools and a Teaching School Hub. The Trust's mission is "to provide an outstanding education for our communities, where everyone succeeds" and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools.

We are looking to appoint Exam Invigilators to support internal and external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to and training is available to support, if required. You will be required to check examination rooms, the identity of candidates and ensure that all reasonable steps are taken to ensure that students are provided with the necessary material to enable them to complete the examination. The individuals will need to supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.

Our students are wonderful and they work hard in a calm learning environment. You will join a cohesive team of invigilators who work closely together to make sure that our meticulous and carefully planned routines are followed which support students to achieve their best in the examinations.

What you'll need to succeed:

- Have the ability to cooperate and collaborate with the members of the staff.
- Have meticulous attention to detail.
- Ability to follow written procedures.
- Have a high level of security/confidentiality awareness.
- Have flexibility over working hours and highly reliable.
- Have basic IT skills (familiar with the use of email, etc.)

What you'll get in return:

- A ***unique opportunity*** to be a key member of staff in a forward-looking, thriving school on the beautiful Falmouth in Cornwall;
- A ***genuine family atmosphere*** with high expectations and standards where every student is known and valued;
- ***Hard-working and ambitious students;***
- ***Friendly staff*** with ***high expectations and standards.***
- ***Supportive atmosphere*** for everyone.
- ***Free parking*** facilities;
- Employee Assistant Programme (***EAP***);

How to apply: Please note a completed application form needs to be submitted (CVs are not an accepted form of application). To apply, please complete the support staff application form available on our website and send it to the email address provided in the advert to the attention of Mrs Lisa Grigg.

Further details for this post are available from Mrs Gemma Ohly: vacancies@falmouthschool.net

Safeguarding Statement:

Falmouth School, part of The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced DBS check and online searches will be carried out for shortlisted candidates.