



West Park

'A caring school where we put pupils and their achievement first'

West Road
Spondon
Derby
DE21 7BT

Head: **Scott McGregor**
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Vacancy

Exam Invigilator

Variable hours, casual, part time

Salary: £11.59 per hour plus holiday enhancement 12.07%

A fantastic opportunity has arisen to join the dynamic staff team at West Park School as an Exam Invigilator.

West Park is an 11 – 16 school based in Spondon with 1450 pupils currently on roll. The school prides itself on exceptional pupil achievement, dynamic teaching and learning and excellent behaviour and engagement. We have a committed and talented staff team who work cohesively to get the best for all of our pupils.

We are looking to expand our team of exam invigilators to increase our existing team.

The successful candidates will need to be available for the main exam period of May to June, although there may be the opportunity to work throughout the whole academic year to support additional exams such as mocks, resits etc.

The role is essential to the smooth running of the examination process, in addition to ensuring correct exam procedures are being followed. Occasionally, invigilators may be called upon to read / scribe and provide additional support for individual students. Full training will be given to the successful candidates. You will need to be flexible and have a desire to work with young people.

Application forms (Support Staff Form) should be completed and submitted online at:

<https://www.westpark.derby.sch.uk/information/school/vacancies.php>

Together with a supporting letter explaining why you are suitable for this position.

You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature.

The school is committed to safeguarding and promoting the welfare of children and young people and this position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Closing date for applications: 9am on Monday 15th April 2024