**Exam Invigilators**

Grade 1

Casual Hours to be agreed as required

Required for examinations throughout school year, but particularly in May and June

Duties include:

Supervising students in exams, preparing exam rooms and distributing and collecting exam papers

The ideal applicant will be:

Highly organised, vigilant and reliable, have excellent attention to detail and ability to remain calm

We are particularly interested in applicants who are available any day of the week

(Monday – Friday) and have the flexibility to be called in at short notice

Full training will be given

**Closing date: Thursday 31st October 2019 at 9am**

**Interviews to be held: TBC**

Completed application forms or CV’s should be returned to apply@finhampark.co.uk or by post to:

HR Department

Finham Park 2

Torrington Avenue

Coventry

CV4 9WT