



SHEBBEAR COLLEGE

Examination Invigilators

To start: as soon as possible

We are looking to appoint three Exam Invigilators to join the team at Shebbear College.

As an Exam Invigilator you will assist the Examinations Officer in the efficient delivery of internal and external exams. You will ensure that the conduct of the examinations takes place in accordance with Joint Council for Qualifications (JCQ) regulations.

The successful candidates will work as part of a pool of invigilators and will need to be reliable, punctual, highly flexible and able to work with secure materials in a confidential setting. Full training will be given to those appointed.

You will be employed on a casual basis to supervise candidates taking exams, as necessary, throughout the school year, these usually fall within November, January, May and June – hours are variable depending upon the exam timetable.

The working hours for this role can vary as exam environments have to be set up before the beginning of the school day and on occasions can sometimes continue after the school day has finished. Candidates may need to be supervised between exams.

Shebbear College is a small independent day and boarding school of around 270 pupils, for boys and girls aged from 4 – 19. Set in 85-acres of countryside between Dartmoor and Exmoor, it is an idyllic location in which to work. Class sizes are smaller than average throughout the school and we pride ourselves on knowing every pupil as an individual, recognising their potential and helping them to achieve their best, whatever that may be. This is what makes us special and stands us apart from other schools.

BENEFITS OF SERVICE

- Working in a small friendly school in a stunning rural location
- Foundation Living Wage
- Free lunch and refreshments during term-time
- Health and Wellbeing Centre on site during term time
- Free use of the School facilities such as gymnasium

APPLICATION PROCESS

All applicants must complete the Shebbear College application form which is available on the School website (please ensure that your referees include your current or most recent employer). The completed application form, covering letter (one side of A4) and equal opportunities form should be sent via email (preferably) to the HR Department hr@shebbearcollege.co.uk or by post to:

HR Department
Shebbear College
Shebbear
Devon
EX21 5HJ

Further details about the School and an Application Form and Equal Opportunities Form are available at www.shebbearcollege.co.uk/jobs

We do not accept CVs. No agencies please.

Closing Date: Friday 6th October 2023 at 9am

Early applications are encouraged and Shebbear College reserves the right to close the recruitment process earlier than advertised, should a high volume of suitable applications be received.

PLEASE NOTE: Shebbear College is committed to safeguarding and promoting the welfare of children, young adults and expects all staff to share this commitment including regular training attendance.

The successful applicant will be offered the post subject to receipt of satisfactory written references, proof of appropriate qualifications, Health questionnaire, a check of online search engines and websites of publicly available information that does not identify the applicant as potentially unsuitable to work within a school setting, proof of identity, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service, an overseas police check if required and confirmation of the right to work in the UK. Please refer to the Recruitment Selection and Disclosures Policy and Procedure on the school website.