

Our vision is to become a beacon of educational excellence, transforming the lives of the individuals and communities we serve

Invigilator

Reference Number: SCCG1915A

Salary: Band 9 Point 16 £8.58 per hour

Advert Closing Date: Midnight Wednesday 17th July

Interview Date: W/C 22nd July 2019

Location: Pendleton Sixth Form College

Contract Type: Casual

Hours per Week: Various



Pendleton Sixth Form College requires several Invigilators to work on a casual basis to assist in A-Level and Vocational course exams. Duties will include;

- To assist in the examination invigilation process and ensure JCQ guidelines/regulations for the integrity and security of examination papers and procedures are followed.
- Provide a professional examination invigilation service ensuring a calm environment to give the best possible opportunity for candidates to be successful in their exam.
- Organise and inform students of examination rules and regulations at the start and end of each exam.
- Provide the correct information and material for a successful completion of exam.
- Be vigilant and report any breach of security to the Examination Officer.
- Assisting the examination team with general office duties including photocopying, answering telephones, inputting on the MI system.
- Un-locking on-line examinations, printing log in sheets ensuring correct pin numbers are provided to students.

About Us

To apply for this job, please complete the registration and online application form via our [website](#).

For more information, please visit our [website](#) and [twitter](#) or if you have any queries regarding this vacancy please email HR@salfordcc.ac.uk

Reason to Join Us:

- A range of developmental & career opportunities
- A number of optional Salary Sacrifice Schemes including IT Equipment, Childcare Vouchers & Bikes
- Staff Discounts – including www.staffbenefits.co.uk and NUS Extra
- Various health & wellbeing benefits including discounted gym memberships & confidential staff counselling via CareFirst
- Family Friendly & Flexible Working Policies

Commitment to Safeguarding

As part of our safeguarding commitment we undertake DBS checks as part of our pre-employment procedures on all potential new employees. Appointees will be required to pay for their own DBS checks where applicable to the post.