CHIEF INVIGILATOR

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in their academic progress, their learning environment and their wider experience of College life.

In this context we are looking to appoint Chief Invigilators to work during the busy examination periods throughout the academic year. Applicants must be reliable, conscientious and flexible with previous experience as a Chief Invigilator being desirable, but not essential. However applicants must be willing to take responsibility on the examination day for task allocation of up to 13 invigilators.

For our part we shall make every effort to support our new colleague in making the best of the professional opportunities offered by this post.

The salary scale applicable to this post is in accordance with the Sixth Form Colleges' Support Staff pay spine and will be paid at a rate of £13.53 per hour, plus holiday pay.

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to our life at work where possible, as well as ensuring a strong sense of community, wider opportunities and mutual support exist in our workplace.

APPLICATIONS

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **10pm Sunday 14th April 2024**

Interviews will be held **week commencing 22nd April 2024.** Full details will be emailed out to candidates.

Please return all completed applications via e-mail at vacancies@wqe.ac.uk

Finally, I would like to thank you for the time taken to consider joining WQE and in making an application if you decide that this is the right step for you.

Paul Wilson
Principal