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## Examination Invigilators

**Grade:** Scale 1 - £8.91 per hour  
**Hours:** Varied / Casual Basis  
**Base:** Helston Community College and Mullion School

**Are you looking for a role which is flexible, works around childcare and is term time only? If so, this could be an ideal opportunity for you to join a large dynamic Trust as an Examination Invigilator.**

Examination invigilators are an integral part of the exams team in every school and college, and is the person in the examination room responsible for conducting the exam. An exam invigilator has a key role in upholding the integrity of the external examination/assessment process.

Invigilators should:

- Ensure all candidates have an equal opportunity to demonstrate their abilities;
- Ensure the security of the examination beforehand, during and afterwards;
- Prevent possible candidate malpractice;
- Prevent possible administrative failures.

Main duties are:

- Distribute and collect exam papers;
- Seat and register the candidates;
- Actively invigilate – walk around the exam hall, monitor student behaviour and respond to their request.

Working hours will be variable to align with our mock exam schedule and the national examination programme. Full training will be given to successful applicants.

We are committed to promoting aspiration, encouraging ambition and ensuring achievement within a values-driven ethos.

For more details, please log on to Helston Community College website or for an informal chat with our Examinations Manager, please contact Mandy Daniell by email on [mdaniell@helston.cornwall.sch.uk](mailto:mdaniell@helston.cornwall.sch.uk)

Please note we do not accept CVs and only applications submitted on an application form will be considered. **Application Forms should be returned to [recruitment@helston.cornwall.sch.uk](mailto:recruitment@helston.cornwall.sch.uk)**

**Southerly Point Co-operative Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people. DBS disclosure will be required at the enhanced level for all appointments.**

**Southerly Point Co-operative Multi-Academy Trust is committed to having a workforce that promotes equality and celebrates diversity.**

**Applicants are expected to familiarise themselves with our Safeguarding and Child Protection policy, which can be found via the following link: <https://www.helston.cornwall.sch.uk/web/policies/318090>**