

# Job Advert

## Exam Invigilator

Casual – as and when required

NJC Band 1, SCP 3- £11.79 per hour

To commence as soon as possible

We wish to recruit a number of Exam Invigilators to join our current team.

The successful candidates will invigilate both public and internal examinations ensuring that exam regulations are followed, and that good order is maintained in examination halls.

To succeed in this role, you must be able to be perpetually vigilant and ensure compliance with Exam Board regulations. The ability to apply accurate numeracy and literacy skills and to work as part of a team are also essential. Full training regarding Examination Board regulations will be provided.

This role is contracted on an as and when basis with hours offered around the school's examination timetable throughout the year. However, the successful applicants will need to be available during the main public examination period in May and June.

To discuss the role or arrange a visit please contact Mrs Lucy Clark, Exams/Data Officer  
[lck@hurworth.swiftacademies.org.uk](mailto:lck@hurworth.swiftacademies.org.uk)

Information for applicants, including the job description and person specification for this role and an application form, can be downloaded from the **Contact us-Vacancies** page on [Vacancies | Swift Academies](#)

Alternatively, please contact the HR Team by email to [hr@swiftacademies.org.uk](mailto:hr@swiftacademies.org.uk).

Completed application forms should be returned to The HR Team, Longfield Academy, Longfield Road, Darlington, DL3 0HT or by e-mail to [hr@swiftacademies.org.uk](mailto:hr@swiftacademies.org.uk), or by post to the address on the form, by the closing date below.

**Closing date: 12 noon – Monday 29<sup>th</sup> January 2024**

**Interviews: To be advised**

Swift Academies Trust and its partner schools are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.