

**St Oscar Romero Catholic School, Worthing, BN12 5AF**  
**Tel: 01903 241368**  
**Website: [www.stromeros.co.uk](http://www.stromeros.co.uk)**

**St Oscar Romero Catholic High School is an 11-16 mixed, over-subscribed, high-achieving school. Current number on roll 800 (rising to 860 in September 2021)**

**Required for September 2021**

**EXAM INVIGILATORS - Periodically throughout the year**

**Grade 1 (Hourly rate is £9.25, inclusive hourly rate is £10.37 with annual leave entitlement).**

We are looking to expand our Exam Invigilator Team to support the school with invigilation of external and internal examinations in accordance with the rules and regulations of the respective examinations boards, the Joint Council of Qualifications (JCQ) and the school.

Successful applicants will be required to work professionally as a member of a team which ensures regulations are followed in a supportive environment for our pupils taking examinations. Duties will include admitting candidates to the examination rooms in a quiet and orderly way, handing out and collection of examination materials and being constantly vigilant whilst an examination is running, ensuring that the conduct of the exam takes place within the stipulated guidelines.

The role requires excellent customer service skills including effective and confident communication, the ability to work under pressure and multi-task. You must also be able to enforce regulations firmly but fairly if necessary and deal effectively and promptly with any problem. Flexibility, reliability and an eye for detail are essential. Experience of working in the education sector would be beneficial, but not essential.

Please apply by completing the downloadable application form from the School's web-site [www.stromeros.co.uk](http://www.stromeros.co.uk) and return by e-mail to: [hgonzalez@stromeos.co.uk](mailto:hgonzalez@stromeos.co.uk)

***The school has a commitment to safeguarding children and all posts are subject to enhanced DBS clearance, occupational health check and verified professional references.***

**Closing date: Thursday, 22<sup>nd</sup> April 2021**