



ST DOMINIC'S
Sixth Form College

Examination Invigilators

**Required for the period 1st May to 30th June 2019
(Hours of work will be by negotiation)**

We are currently seeking to add some new members to our team of examination invigilators. You will work as part of a team under the direction of the College's Exams Officer and a member of our Senior Leadership Team.

The hours will be a minimum of 3 per day working either a morning or afternoon session and will be paid at £10 per hour.

Experience is not required, as training will be provided, although applicants will be asked to declare if they have invigilated previously elsewhere.

The ideal candidate will:

- be flexible
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

Deadline for completed applications – Friday 1st March 2019, 12 noon
Interviews – week commencing 4th March 2019, date to be finalised.

A job description and application form can be downloaded from the College website www.stdoms.ac.uk.

Completed applications should be emailed to Susan O'Brien, Examinations Officer at exams@stdoms.ac.uk or posted to St. Dominic's Sixth Form College, Mount Park Avenue, Harrow-on-the-Hill, HA1 3HX, before the closing date.

St Dominic's Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff will be subject to an enhanced DBS disclosure.

