



**Exam Facilitators
for Exam and Assessment Candidates**

(Zero hours contract for immediate start)

Ewell Castle School is a small independent school located in Surrey, near Epsom. We are currently seek to recruit casual Exam Facilitators (invigilators) for examinations, the successful applicants will work alongside the Examination Officer.

Key responsibilities will include:

- Supervising and observing candidates at all times and being vigilant throughout exam
- Conducting examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ewell Castle School regulations and instructions
- Having a key role in upholding the integrity and security of the examination/assessment process

Key skills required:

- be reliable, flexible and readily available during main exam periods (November, January, May and June)
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- Enthusiasm, sensitivity and a willingness to commit to the needs of our pupils.
- Have previous experience of invigilation for public examinations

Successful candidates will be appointed on zero hours contracts. The hours of work will be negotiated to accommodate the needs of our pupils and cannot be guaranteed. Training will be given in the Joint Council for Qualifications (JCQ), awarding body and Ewell Castle School regulations and instructions. Ewell Castle School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the receipt of an enhanced DBS certificate.

To apply, please send a completed application form with a covering letter (maximum single side of A4) addressed to the Director of HR & Compliance to recruitment@ewellcastle.co.uk Applicants invited for interview will be required to bring proof of identity e.g. passport.
