Job Title: Exam Invigilator

Location: Bristol, UK

Salary: £10 per hour

Job Type: Part-time, Temporary (May to June)

We are looking for reliable and organised Exam Invigilators to join our team at a secondary school in Bristol. The successful candidates will be responsible for ensuring that exams are conducted in a secure and organised manner.

Responsibilities:

* Setting up exam rooms and ensuring that they are prepared in accordance with examination regulations
* Checking the identity of candidates and ensuring that they have the correct equipment and materials
* Distributing and collecting exam papers and other materials in a secure and organised manner
* Monitoring candidates throughout the exam to ensure that they comply with the rules and regulations
* Dealing with any issues that arise during the exam in a calm and professional manner
* Collecting and collating completed exam papers and other materials and ensuring that they are securely stored

Requirements:

* Excellent organisational and time-management skills
* Strong attention to detail and accuracy
* Excellent communication and interpersonal skills
* The ability to work calmly under pressure and in a fast-paced environment
* A flexible and proactive approach to work
* The ability to maintain confidentiality and work with integrity
* A commitment to ensuring that exams are conducted in a fair and secure manner

Benefits:

* Competitive hourly rate
* Flexible working hours
* Opportunity to work in a school environment and gain experience in education

If you are reliable, organised and committed to upholding the integrity of exams, then we would love to hear from you. Please send your CV and a covering letter to [insert contact details].