



JOB ADVERT IN BRIEF

Exams Invigilator
Flexible Hours, Term Time Only
Salary: Band 4 (£11.98 P/H)

HIGH TUNSTALL COLLEGE OF SCIENCE

Elwick Road, West Park, Hartlepool, TS26 0LQ

01429 261446

htadmin@hightunstall.hartlepool.sch.uk

www.htcs.org.uk

11-16 Co-educational comprehensive, N.O.R. 1389 (Foundation Status)

'A GOOD SCHOOL – OFSTED 2016 & 2021'

High Tunstall College of Science is seeking to appoint Exam Invigilators to help with the processing of all external and internal examination procedures to ensure the smooth running of exams. Required for the start of the Exam period, commencing February 2024.

Successful candidates will:

- Be expected to be flexible
- Have excellent communication skills
- Be confident and have a reassuring presence to candidates in exam rooms

Main duties include:

- Conducting examinations in accordance with the Joint Council for Qualifications (JCQ), Awarding Body and High Tunstall College of Science (HTCS) instructions.
- To play a key role in upholding the integrity of the examination process

Experience is not essential as full training will be given.

For further information or should prospective candidates wish to have an informal discussion please contact Danielle Skinner or Megan Sotheran on 01429 261446 or email exams@hightunstall.hartlepool.sch.uk

**Application forms can be downloaded from the College website at <https://htcs.org.uk/vacancies/>
Applications should be accompanied by a letter of application no longer than 2 A4 sides.**

The College is committed to safeguarding and promoting the welfare of children and to equality of opportunity. An enhanced DBS will be required.

**Closing date: Friday 15th December 2023, 12noon
Interviews: W/C 8th January 2024**