



JOB ADVERT IN BRIEF

Senior Exams Invigilator
Flexible Hours, Term Time Only
Salary: Band 6 (£12.38 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 Senior 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:

- Supervise and organise a team of Invigilators
- Provide information and guidance in response to questions and queries from students
- Liaise with the School Exam Officer and appropriate teaching staff with regard to necessary planning for examinations

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.

Applications to be made in writing via the college application form which can be downloaded from the website at <https://htcs.org.uk/vacancies/> accompanied by a letter on no more than two A4 sheets of paper.

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, 12 noon
Interviews: W/C 8th January 2024