



# Pendle Education Trust

## Examination Invigilator

Location	Colne Primet Academy
Report to	The Exams Officer
Hours of work	As and when required plus half day training
Rate of pay	£12 per hour
Closing date	We recruit invigilators on an ongoing basis

### Pendle Education Trust

Nelson and Colne College, Scotland Road, Nelson, BB9 7YT

Tel 01282 440 249 Email [contact@pendleeducationtrust.co.uk](mailto:contact@pendleeducationtrust.co.uk)

Company Registration Number: 08263591

Place of Registration: England and Wales



We are looking to add to our pool of examination invigilators. Experience is not required, as training will be provided. Applicants will need to be flexible, have effective communication skills and be a confident and reassuring presence to candidates in exams rooms.

The main duties are to conduct exams in accordance with the instructions set out by the Joint Council for Qualifications and the awarding bodies. Applicants will play a key role in the integrity of the examination process. We require exam invigilators for a series of mocks and exams throughout the year. Although adjustments are needed throughout the school calendar these are usually: October (2-3 weeks), January (1 week), February/March (2-3 weeks) and May/June (6weeks). We can be flexible with how often and how many sessions you are involved with, but ideally our invigilators would be available for all of these exam windows.

Colne Primet Academy is part of Pendle Education Trust. Our Exam Invigilators may be required to work across both schools, but we aim to accommodate being based in just one school if requested.

In order to apply please complete our online application form.

**Please note all applicants will be required to complete a full disclosure and barring service check.**





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