



Hitchin Boys' School

Head Teacher: Mr Tim Bennett BA (Ed)
Grammar School Walk, Hitchin, Herts SG5 1JB



EXAMINATION INVIGILATOR Variable Hours



Grade: H1.2 (FTE £22,366)
£11.59 / hour (£13.21 including holiday pay)

Hitchin Boys' School (HBS) is an outstanding and over-subscribed comprehensive school with a mixed sixth form, which forms part of the highly successful Hitchin Schools' Consortium. Located in the historic and picturesque market town of Hitchin in North Herts it is conveniently located just 25 minutes from London by train and close to the A1(M) and M1.

We are seeking a number of Examination Invigilators to supervise exams and to ensure that guidelines and regulations for integrity and security of the examination papers and procedures are followed during examination sessions.

Invigilators are employed on a variable hours contract and need to be available 5 days a week during the exam periods. They need to be able to work between the hours of 8.45am – 3.45pm. Previous experience would be advantageous but not essential (training will be provided) however an understanding of the formality and importance of examinations should be appreciated.

To be successful in this role you will:

- have good attention to detail
- be reliable, flexible and an excellent time keeper
- have the ability to handle situations in a calm and logical manner
- be able to work independently as well as part of a team while supporting and taking direction from the Examinations Officer.

Tasks include preparing exam rooms, distributing papers and stationery, advising candidates of exam conditions, observing students during the exam ensuring that all regulatory requirements are adhered to and assisting with collecting of scripts and tidying the exam room in readiness for the following session.

Applications should be submitted via [My New Term](#)

Closing date: 9:00am, Monday 4th November*

*Candidates are encouraged to submit their applications early as we reserve the right to close this advert early if a suitable candidate is identified. Previous applicants need not apply.

Please visit the school website <https://www.hbs.herts.sch.uk> for further information on our school.

HBS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be carried out for all posts.

HBS welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the school is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.