

## FURTHER INFORMATION EXAMINATION INVIGILATORS

### **The Post:**

The College maintains a team of external invigilators who can be called upon to assist with the conduct of examinations throughout the academic year, November, January but mainly in April/May/June. Invigilators are sent a list of dates well in advance of each examination period and asked to indicate availability – offering either full or half days, however there is no guarantee that they will be required on all the dates you offer. Once invigilators have been allocated according to the numbers required for each session, they are sent a schedule of the dates/times when they are required to work. As these are firm bookings, we would urge invigilators to make every effort to remain available and to inform the Assistant Examinations Officer as soon as possible if problems arise which prevent attendance. It is hoped that invigilators can be fairly flexible in the actual hours worked.

As with all posts within the College, a DBS check is completed on all successful candidates and for invigilators this will also include the requirement to sign up to the DBS update service. The DBS update service enables individuals to retain a portable DBS certificate and enables employers to access their DBS record without the need to undertake a full DBS re-application process. As invigilators only work for the College for a set period of time within the year, the DBS update service can be used to re-check the DBS status of our invigilators on an annual basis prior to the commencement of the exam season.

Please refer to the Job Description for details of the main duties of the post.

### **Hours:**

Working hours are flexible depending on the length and number of examinations being held but are usually organised into morning and/or afternoon sessions according to requirements and availability. The published starting times for examinations are 9.00am and 1.30pm, therefore morning sessions for invigilators are likely to start by 8.15am.

### **Salary:**

Invigilators are paid at the rate of £12.35 per hour. Hours are submitted by timesheet for each session worked and paid via the College monthly payroll. Payment is made at the end of the month following the completion of the examination period. Tax and National Insurance contributions will be deducted at source unless an appropriate Exemption Certificate is provided. The College regrets that it is unable to reimburse travel or other expenses incurred. Employees will automatically be enrolled into the Local Government Pension Scheme unless they chose to opt out and complete the necessary form.

**Applications:** Completed application forms should be returned to:  
The HR Manager,  
Esher Sixth Form College,  
Weston Green Road,  
Thames Ditton,  
Surrey.  
KT7 0JB

**Successful applicants would need to attend a half day training session date to be confirmed**



