

Roedean

An independent 11-18 girls' day and boarding school in Brighton

Required from February 2025

Examination Invigilator

At Roedean, we are dedicated to providing a world-class education that inspires and empowers girls aged 11-18 to achieve their full potential. Our stunning cliff-top location overlooking the sea, combined with our rich heritage and commitment to academic excellence, makes Roedean a truly unique and inspiring place to learn and work. We are proud of our inclusive and supportive community where every student is encouraged to pursue their passions and develop the skills they need for future success.

An examination invigilator/reader is required to assist with the summer examinations (approximately 6 weeks) when required and to invigilate internal exams which will normally be held in November (one week approximately), January (3 days) and February (1½ weeks). At times it may be necessary to work out of these hours.

The invigilator is required to work as part of a team in the main Examination Hall to ensure that examinations are carried out according to the rules set out by the Examination Boards. The invigilation of candidates sitting examinations in smaller rooms is also required, as is the ability to act as a reader and/or scribe for individual candidates who have a physical or learning difficulty.

Salary: £14.31 per hour.

We welcome your interest in being part of our journey at a time of continued development.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please download an application pack from our website (www.roedean.co.uk/Vacancies) or contact Louisa Butler via vacancies@roedean.co.uk.

Closing date: 9am, 29 November 2024. Due to the need to appoint quickly we reserve the right to interview and appoint at any time.