



## FRANCIS HOLLAND SCHOOL SLOANE SQUARE

39 Graham Terrace  
London SW1W 8JF  
Tel 020 7730 2971

### LEAD INVIGILATOR

Required for:

0800-1600 during the following periods:

Wednesday 7<sup>th</sup> February (training)

Monday 19<sup>th</sup> February – Thursday 1<sup>st</sup> March

Monday 14<sup>th</sup> May – Friday 25<sup>th</sup> May

Monday 4<sup>th</sup> June – Monday 25<sup>th</sup> June

This is a key role for the examination period which will ensure consistency of standards and reassure pupils at an important and often anxious time in their school career. Experience of exam invigilation or similar responsibility is desirable, but full training will be provided.

The ideal candidate will be well-organised, have an attention to detail and possess effective communication skills. They will also be a confident, cheerful and reassuring presence to candidates in exam rooms. Flexibility and initiative are also key attributes. Remuneration will be according to experience.

#### Main duties

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Francis Holland School instructions.
- To play a key role in upholding the integrity of the examination/assessment process.

Please visit the school website for an application form.

Completed applications should be emailed to [jobs@fhs-sw1.org.uk](mailto:jobs@fhs-sw1.org.uk).

**Closing date: 10.00am on Friday 19<sup>th</sup> January 2018**

*The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure & Barring Service.*