



Stefan McElwee - Headteacher

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Ponteland High School

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Newcastle upon Tyne
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We are looking to add Exam Invigilators to our existing team:

Band 3, casual (working as and when required)

We are looking to recruit new Exam Invigilators to work with the existing team in the organising and running of public examinations at Ponteland High School.

We are looking for reliable and confident people to join the invigilation team. Successful applicants will be able to:

- Understand and apply detailed written instructions, while maintaining accuracy and attention to detail.
- Concentrate and work quickly under pressure, for several hours at a time.
- Maintain confidentiality.
- Use initiative in response to unexpected situations.
- Be punctual as it is imperative the exams start as scheduled.
- Prepare the exam room, following instructions from the Examinations Officer.
- Support students as required during examinations.
- Adhere to the JCQ guidance and regulations for the conduct of examinations.
- Distribute and collect examination papers and equipment.
- Observe students during examinations to ensure correct behaviour.

As the main exam season is from mid-May until the end of June, successful applicants must be available to work during this period. Full training will be provided so previous experience is not necessary.

Our students make our school special; they are enthusiastic, talented and motivated to do well. We want the best for them and are looking to appoint a colleague who will add significant value to our school and support us in the drive to become truly outstanding.

How to apply:

1. Go to the school's home page, www.ponhigh.org.uk
2. Go to 'About' then scroll down the list to 'Vacancies' to download the information
3. Email completed application to j.ward@ponthigh.org.uk by **3.00pm on 13 November 2023**

The appointment is subject to an enhanced DBS clearance.

Ponteland High School is committed to safeguarding and promoting the welfare of our young people and expects all staff and volunteers to share this commitment.



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