



***St. Ignatius College is a Jesuit school in identity and mission,
for boys 11-18***

Relief Exam Invigilator Rate of pay £9.50 per hour

We are recruiting for Exam Invigilators to ensure proper conduct of exams in accordance with the guidelines of each exam board, in addition to St Ignatius' School policies and procedures. This role is vital in helping organise students at the start and end of each exam and to ensure all incidents/disturbances during the exam are dealt with immediately.

The Invigilator will also be responsible for checking that the exam room is adequately set up and has the relevant stationery available for the exam, preparing and clearing the room and completion of any relevant paperwork. This could take up to an hour before and/or after completion of each examination. Exam Invigilators must remain vigilant at all times and routinely patrol the exam room to minimise the risk of exam malpractice. Hours of work will be set around the exam timetable but will likely be 8.30 am start or 1 pm start.

This is an excellent opportunity to join a friendly, dynamic Ofsted rated 'good' school where all can thrive and staff are highly valued. The successful candidate will have a passion for helping children achieve their full potential, be hard working, flexible and will enjoy working collaboratively in a friendly and supportive environment where the goal is to secure the best possible outcomes for students.

St Ignatius is:

- a Jesuit Community committed to the spiritual, personal and academic development of each individual: the formation of the whole person
- a warm friendly community where all are respected and valued
- a school where students are courteous and respectful at all times
- judged 'good' by Ofsted: a school where Leaders are "without compromise in their continuing programme of improvement"

If this sounds like the job for you, we'd love to hear from you.

We welcome applications regardless of age, gender, ethnicity or religion. However, the successful applicant will be expected to support the distinct Catholic ethos of the College. St. Ignatius College is committed to safeguarding and promoting the welfare of children and young people. Anyone applying to work in our school is expected to share this commitment.

The deadline for applications is 9am Monday 25 February 2019. Interview date to be confirmed

Applications will be considered immediately upon receipt

We reserve the right to interview and appoint prior to the closing date

- . Completed application forms should be emailed to recruitment@st-ignatius.enfield.sch.uk
Candidates will be contacted by telephone or email to attend interview if required

Website: <http://www.st-ignatius.enfield.sch.uk>