

Exam Invigilators

School:	Merstham Park School	Posted:	27th February 2025
Location:	Taynton Drive, Merstham, Redhill, Surrey RH1 3PU	Expires:	31st March 2025 11:48 AM
Contract Type :	Temporary	Start Date:	As Soon As Possible
Contract Length:	Casual	Job ID:	1468947
Salary:	£12.65 per hour + Holiday Pay	Job Reference:	EIFEB25
Hours:	Casual		



Merstham Park School

Your opportunity

We are recruiting for dedicated Examination Invigilators who will be employed on a casual basis to supervise students taking both internal and external examinations throughout the year.

This is a flexible, casual position and we are interested in hearing from all candidates seeking flexible work.

Examinations take place in the morning or afternoons, allowing for flexible working patterns.

About Merstham Park

At Merstham Park, our ethos is simple - igniting a passion for learning. We are proud to be a values driven school which encourages its staff and students to embrace these values in all that they do. This approach provides everyone with the opportunity to exceed beyond their potential.

As a growing school we are excited and proud of our state of the art facilities which we opened in September 2022. Our brand new home is tailored to enable our staff and students to develop unique skill sets in a truly first-class educational setting through the creation of inviting and interactive learning environments.

As the school grows the career progression for our staff is endless. We will be looking to enhance the opportunities for everyone to grow in their roles, whether that is through individual CPD or through additional responsibilities.

Our team of passionate staff are committed to providing children with the very best educational experience. We recognise the importance of academic success whilst embracing our wider role in preparing students for their adult life beyond the formal examined curriculum.

To review the Job Description and Personal Specification for this role please download the attached Recruitment Pack.

What we are looking for

The ideal candidate will:

- Be fair and firm, but friendly and approachable in dealing with students
- Have the ability to work independently, as well as part of a team
- Be proactive
- Have the ability to respond appropriately to emerging situations
- Be reliable and punctual
- Have a calm and positive attitude
- Have a keen eye for detail
- Have a commitment to safeguarding and promoting the welfare of children and young people

Join the GLF Schools Community

As a part of GLF Schools, you will join a community of staff dedicated to transforming education. With regular progression discussions, there will be a wealth of opportunities for you to grow your career, whether in one of our 43 academies or in our School Support Team.

- A growing Multi Academy Trust with over 2,500 colleagues and over 17,000 pupils
- Founded upon the values of Respect, Inclusivity, Integrity and Kindness
- 43 primary and secondary schools across 7 Local Authority areas across the south of England
- We work as a community whilst ensuring each school maintains its own unique identity
- Committed to ensuring all children and young people receive the best possible education

Our Employment Offer

GLF Schools has a generous employment offer, which allows all our colleagues to Grow, Learn and Flourish

- Access to our highly competitive pension scheme
- Flexible working options
- Generous holiday allowance
- Work life and family friendly policies

- Employee wellbeing initiatives
- Career pathways and talent management
- Access to a staff benefits portal
- Community and collaboration working model

The Details

Start Date: ASAP / Subject to examination timetable.

Closing Date: 2nd April 2025

Hourly rate: £12.65 per hour + 12.07% holiday pay

Hours of work: Casual

Interview date: TBA

Safeguarding Statement:

GLF Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

As a Trust, we are happy to discuss flexible working opportunities. GLF Schools recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging. We strive for an inclusive environment where staff, children and students are comfortable to express their own identity, should they wish, in which diversity and inclusion is of mutual benefit for everyone in our schools. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve the right to interview shortlisted candidates ahead of the closing date.

Please be advised that references may be requested on receipt of your application. Please state if you wish this to be delayed until shortlisting/interviews have taken place.