



Job Vacancy

Examinations Invigilators

Hours of work: Flexible by agreement during the main examination period. Inclusive but not limited to May / June.

Contract type: Casual

Salary: The salary will be paid at point 3 of the sixth form colleges support staff pay spine, which is currently £11.57 per hour. You will accrue annual leave proportionate to the number of hours worked during the leave year (1 April to 31 March). A full-time member of staff is entitled to 22 days holiday per annum, plus 10.5 public holidays. Holiday pay is calculated on a rate of 14.28% (the equivalent of £1.65 for each hour worked), taking the total pay to £13.22 per hour.

Closing date: Thursday, 23 January 2025

Start date: As soon as possible

On behalf of Greenhead College, thank you for your interest in the post of Invigilator. We are pleased that you are considering Greenhead College as the next stage in your career, and we hope, subject to matching our criteria, you will apply.

Greenhead College is located on an attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. We are a short drive from the M62 and within walking distance of the train and bus station.

The College employs 285 staff and is a great place to work, with a warm, inclusive atmosphere. Our staff are recognised for their hard work and are encouraged to inspire each other, and to develop and grow. We are proud to have a strong and able College Leadership Team, and a highly experienced Board, who work collaboratively to deliver the College's purpose and principles, and strategic objectives.

Duties include setting out and collecting of exam papers and materials, admitting students to the exam hall/room, invigilating during the exams and collating the exam papers to be sent off to the Exam boards, ensuring correct exam procedures are followed to support the final stages of our students in their academic journey with the College.

Experience is desirable but not essential as full training will be given.

Applicants should complete and submit the following documents:

- The College application form.
- Equality and Diversity form.

All applications should be submitted to Jen Rothery, HR and Recruitment Manager, via email address jobs@greenhead.ac.uk

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints, it would be impossible to respond to everyone individually - we hope that you will understand.

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be

offered the post and will be subject to safer recruitment checks, including an enhanced DBS check and two satisfactory references. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>.

In line with KCSIE 2024 guidance, all shortlisted candidates will be subject to an online search.

Greenhead College is committed to Diversity and Inclusion and welcomes applications from all sections of the community.