



Heston Community School

Job Title: Exam Invigilators
Contract: Casual
Location: Heston Community School

Summary of Details:

The School is seeking to appoint casual Examination Invigilators who are able to work sessions between the hours of 8.30am – 17:00pm. Duties include supervision of on-line tests, the invigilation for external examinations (you may also be asked to scribe or read for individual students after a qualifying period). A good standard of education is essential along with general administrative and computing expertise, including familiarity with the internet.

Closing Date: This is an open advert, please submit an application form as soon as possible should you be interested in this position.

Contact Details: Please email - recruitment@hestoncs.org for an application pack.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted for any posts based in the School.