



**Exam Invigilators
(Several vacancies)**

Matthew Arnold School is a large secondary school in Oxford. We are looking for reliable people to join our team of invigilators who are required during exam periods throughout the academic year. No previous experience necessary, as training will be provided. We welcome your application if you:

- Have good organisational skills
- Are willing to work as part of a team
- Can be flexible
- Will be punctual and reliable
- Have effective verbal and written English communication skills
- Can understand and adhere to exam regulations
- Will be confident and a reassuring presence to candidates in exam rooms

If you are interested in applying for this vacancy, a job description and application form is available on our website at www.maschool.org.uk (go to contact > vacancies) and applications can be emailed to office@maschool.org.uk. Please note we operate safer recruitment and we do not accept CVs; all applicants must complete an application form in full.

Matthew Arnold School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.

Pay Rate: £8.80 per hour

Closing date for applications: 9am on 27 February 2018. **Interviews to be held** on receipt of applications.

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