



**Cambourne Village College**

An Academy of



Sheepfold Lane,  
Cambourne,  
Cambridge  
CB23 6FR

(01954) 284000

[enquiries@cambournevc.org](mailto:enquiries@cambournevc.org)

[www.cambournevc.org](http://www.cambournevc.org)

## **Exam Invigilators**

### **Required ASAP**

#### **Vacancy Information**

Cambourne Village College is looking to appoint a number of Invigilators to assist with the directing of public and internal examinations. Invigilators are a key part of the examinations process, being the person to assist in setting up and supervising the exam room and candidates, ensuring that the examination is conducted according to regulations. Full training is given for this role and no previous experience is required.

**Role:** Exam Invigilator

**Salary:** £10.87 per hour (NJC scale 1 point 3) including holiday pay

**Contract:** Part-time casual contract (zero hours) mainly during the GCSE exam/Mock exam period but also to cover internal exams that take place throughout the year.

#### **Hours:**

- 08:15 start -morning session.
- 13:00 start -afternoon session, ending around 15:30/16:00

**Successful candidates will be asked to commit to most of the exam sessions, especially those taking place in May to June.**

#### **College Information**

Cambourne Village College, an over-subscribed, Ofsted 'Outstanding' secondary school eight miles from Cambridge, opened as an academy of the Cam Academy Trust in September 2013.

For further information, an application form and to apply for this post please visit our website:

[www.cambournevc.org/contact-us/vacancies](http://www.cambournevc.org/contact-us/vacancies). Please attach a letter of application (consisting of no more than 2 sides of A4 when printed). In your letter of application, please explain:

- The reason for your interest
- Your relevant track record that confirms you could fulfil the expectations of the role
- Your reflections on how you could contribute to the further development of Cambourne Village College as a truly excellent school

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be carried out for the successful candidate.*

*The vacancy will remain open until suitable candidates are appointed. The school reserves the right to interview shortlisted candidates during the application window.*