

INVIGILATOR

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road.

We are looking to appoint a number of casual Exam Invigilators to support the Examinations team during the busy examination periods throughout the academic year. The college runs six main examination periods each year:

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| • GCSE Maths and English external resits | November |
| • Vocational (BTEC & CTEC) internal assessments | December |
| • Vocational (BTEC & CTEC) external exams | January - February |
| • A Level and GCSE internal assessments | February |
| • A Level internal assessment | April |
| • Summer external exams | May – June |

Successful candidates will be required to be available to work consistently across these examination periods. They will work under the direction of the Examinations Team to ensure the smooth running of the examination environment, providing an appropriate working atmosphere for all candidates and ensuring all externally set examination regulations are fulfilled.

Candidates must be reliable, conscientious, and flexible with previous experience being desirable, although full training will be provided. We also welcome applications from those who have experience of acting as a scribe or have a willingness to learn how to do this role. Exams will be facilitated at both our University Road and Regent Road Campuses.

For our part we shall make every effort to support our new colleagues in making the best of the professional opportunities offered by this post.

This is a casual post commencing as soon as possible.

The salary scale applicable to this post is in accordance with the Sixth Form Colleges' Support Staff pay spine and will be paid at a rate of £11.57 per hour plus holiday pay.

We offer an exceptional package of benefits to our staff, which for this post includes:-

- Annual incremental pay increases, linked to performance, within the pay scale range
- Pension - Automatic enrolment into the Teachers' Pension scheme with 28.68% employer contribution or to the Local Government Pension Scheme for support staff (if applicable), one of the most competitive on the market with an employer contribution of above 20% in most cases
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme
- On-site parking

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to life at work wherever possible, as well as ensuring a strong sense of community, wider opportunities and mutual support exist in our workplace.

APPLICATIONS

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **10pm on Thursday 6th February 2025**

Interviews will be held **week commencing 17th February 2025**. Full details will be emailed out to shortlisted candidates.

Please return all completed application documentation via e-mail only to vacancies@wqe.ac.uk

Finally, I would like to thank you again for the time taken to consider joining our team here at WQE and in making an application if you decide this is the right step for you.



Paul Wilson
Principal