



READING BLUE COAT

A Co-Educational Independent Day School for Students aged 11-18

Examination Invigilators (Part time, casual)

Founded in 1646, Reading Blue Coat is a leading independent day school of circa 800 pupils from ages 11 to 18. The School is located on a beautiful 46-acre campus in the village of Sonning, just outside Reading.

The School employs more than 200 staff, of whom 50% are academic staff, and provides a stimulating, friendly and supportive atmosphere in which each pupil can realise his or her full intellectual, physical, and creative potential.

We are looking to expand our team of examination invigilators to work alongside our Examinations Manager overseeing and supervising public and internal school exams. You will be responsible for ensuring the exams are carried out according to the guidelines and regulations set out by the JCQ (Joint Council for Qualifications).

The exams take place during the school day at key points during the year, the main months are January, February, April, May, June and November. As such, you must be able to offer flexibility within these key months.

Experience of the role is desirable although not essential as full training will be given. You should have good attention to detail with the ability to remain observant throughout the examinations and keep calm under pressure. The ability to touch type would be advantageous.

Reading Blue Coat offers an exceptional working environment and an attractive rewards package, including excellent benefits such as a pension scheme with 8% employer contribution; free meals; extensive staff discounts; tax saving cycle to work and car leasing schemes; free sports and leisure facilities; Employee Assistance Programme; and a strong commitment to professional development.

Further details and an application form can be downloaded from our website: www.rbc.org.uk/vacancies or contact the HR department, Tel: 0118 933 5813 email: recruitment@rbc.org.uk

Closing date: 09:00 on Tuesday 26 November 2024

Applications are reviewed and shortlisted on a rolling basis and we reserve the right to interview, appoint and close adverts early due to the volume of applications we receive.

We therefore encourage you to apply at the earliest opportunity to avoid disappointment as once we have closed a vacancy you will be unable to submit your application form.

Applications must be submitted to the email address above by application form (which can be found on our website) and accompanied by your covering letter. Applicants must already be eligible to work in the UK.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service enhanced check. Registered charity number 1087839 • No agencies, please • www.rbc.org.uk