



MELBOURN
VILLAGE COLLEGE
EVERYBODY IS SOMEBODY



Melbourn Village College – An Academy of the Cam Academy Trust
The Moor, Melbourn, Royston, Hertfordshire, SG8 6EF

Melbourn Village College is a successful and ambitious school with a strong community feel. Here, everybody is somebody. Part of the Cam Academy Trust, we currently have 627 students aged from 11 to 16.

Student progress is consistently high, and the college is committed to equipping students with the skills they need to be successful in their future lives.

Exam Invigilators
Casual Basis - £9.85 per hour

This position would ideally be suited to reliable, committed and punctual individuals who are available in November for year 11 Mock Exams and May and June to invigilate internal and public examinations. Must be flexible to cover varying shifts throughout the exam period.

Training will be provided for both new and experienced invigilators.

You will be responsible for the smooth, secure running of allocated exam sessions, working under the direction of the Examinations Officer. Duties will include the timing of exams, distribution, and collection of exam papers, assisting students with additional needs and ensuring Examination Board Regulations are adhered to.

Good communication skills, an observant eye and attention to detail are essential. You will need to have a calm nature and work effectively in a busy environment.

Please note we do not accept CVs.

For details of this vacancy and any others across the Cam Academy Trust, please visit www.melbournvc.org or email sjavaid@melbournvc.org

Melbourn Village College is an Equal Opportunities Employer and welcomes applications from all

Melbourn Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is classed as regulated activity and an enhanced DBS check will be required
