

Operating in close association with Harrow School, London, the Harrow family of schools in Asia have similar ethos and high standards. Set on a spacious, garden site in one of the world's most diverse and dynamic cities, we are Harrow's original school in Asia and are thriving, with a roll of almost 1,600 (20% of the Upper School are boarders) progressive approaches to learning, a strong commitment to service and outstanding academic results.

Examination Invigilator

The school is looking to expand our present team of invigilators. The new invigilator would conduct our International Examinations and school mock and internal examinations during the school year. The successful candidate would be flexible in their ability to work at weekends as well as during the working week and sometimes out of hours.

Hours and Rates: Hourly rates are 500 THB per hour on weekdays and 750 THB per hour on weekends.

Main Duties and Responsibilities

- Supervision of examination candidates under the direction of the Examinations Department including candidates requiring extra time
- Checking candidate ID cards and collecting any prohibited items at the beginning of each examination
- Distribution and collection of exam scripts maintaining high level of security
- Monitoring equipment brought in to the examinations to ensure it conforms with Examination Board regulations
- Escort candidates to the rest room as per the Examination Board regulations
- Supervision of candidates that are in quarantine due to examination clashes
- Take responsibility for raising any issues or concerns relating to the conduct of an examination to the Examination Department
- Assist with the monitoring of the time and length of the examinations as indicated on the timetable
- Announcement of the five minute and one minute warnings towards the end of an examination in the absence of a member of the Examinations Department

Other Duties

- To understand the relevant sections of the Examination Board manuals that directly relate to the supervision of students and conducting of examinations
- To undertake any other related duties as required by the Examinations Department

Qualifications and personal qualities

- Bachelor Degree or related field
- Fluent English Speaker
- Ability to deal with a range of confidential issues in a professional manner
- Excellent interpersonal skills with an ability to work well in a team
- Punctual, reliable, observant, with an attention to detail
- A good understanding of the examination process, regulations and protocol
- Ability to work under pressure

Harrow International School recruitment and selection procedures reflect our commitment to the safety and protection of children. Candidates will be expected to comply with our school child protection and safeguarding policy.

Application deadline **3rd February 2017** (early submission of applications are encouraged)

Please complete the application form and submit it along with your CV and an introductory letter directly to

Harrow Bangkok at hr.recruitment@harrowschool.ac.th