

## Exam Invigilators

**Department:**

Faculty of Health and Wellbeing  
Ref: ExInv-TS

**Salary:**

Temporary Supply - £11 per hour

**\*Closing date for applications:**

**Open-ended**

Interviews are expected to take place on an ongoing basis

Our full vacancy website is available here: <https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies> and you can contact us via email: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk).

Applicants need to be aware that only a CV and covering letter will be accepted. Please ensure you quote the position reference number on all documents submitted.

If an applicant is interested in more than one vacancy, a separate application must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

\*Please note, the University reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received. As this is an open-ended vacancy, you are encouraged to apply as early as possible as interviews will take place on an ongoing basis until the pool is filled.

### Are you interested in joining the number one University in Greater Manchester for student satisfaction?

Here at the University of Bolton, we are proud of our growing reputation as a student focused University. With our strategy of "Teaching Intensive, Research Informed" we are committed to offering our students the best experience possible. Due to our ongoing growth and development the Faculty of Health and Wellbeing are seeking a number of Exam Invigilators to support the Faculty.

The School of Nursing and Midwifery at the University of Bolton is looking for Professional Exam Invigilators to join the team to provide a robust exam service to students, ensuring compliance with rules and regulations.

We are looking for applicants who are reliable and punctual, have excellent communication skills and attention to detail. The role requires a level of physical ability, as applicants are required to walk around the building and carry examination materials.

You will be responsible for the preparation of exam rooms and desks and conducting the exam in a professional manner in line with the examination regulations and Awarding Bodies, including the collection and returning of scripts.

We are looking for individuals who are highly organised and can work quickly and accurately. Good IT skills and the ability to work well within a team are essential skills.

Experience of invigilating exams is preferred but not essential as training will be provided. Please note you will receive training to support you in this function and the processes.

Whilst this is a casual hours post and hours of work will vary throughout the year according to examination scheduling and invigilation requirements. There are no guaranteed hours and Invigilators on our 'available' list will have the option to turn down offers of work

No agencies please. Some posts within the University are subject to a DBS check – you will be notified of this during the appointment process