



## Outline of Main Terms & Conditions Invigilator without prejudice

<b>Location:</b>	Providing invigilation support across the 3 Schools
<b>Hours of work:</b>	Flexible hours of work to be agreed in accordance with the published exam timetable with possible early starts and late finishes. Not required to work during non term time. Term time dates vary annually
<b>Weeks worked per annum:</b>	Term Time Only
<b>Break Entitlement:</b>	This work pattern does not attract a break entitlement.
<b>Probationary period:</b>	n/a
<b>Grade:</b>	Bedales Invigilator grade
<b>Hourly Rate:</b>	£10.89
<b>Hourly Holiday Rate:</b>	£1.49

### **Holiday Entitlement:**

For casual employees holiday entitlement accrues as hours are worked. The statutory holiday entitlement inclusive of the 8 bank/Public holidays is 5.6 weeks which is equivalent to 12.07 percent of the hours worked. This is remunerated as outlined above.

### **Pay Method**

BACS transfer into your bank or building society account on or around the penultimate day of each month on the submission of a timesheet.

### **Salary:**

Basic pay and holiday pay is paid on the submission of a timesheet authorised by the Examinations Officer for hours worked.

### **Other Points:**

The individual is unable to undertake any work outside of the School without the prior consent from the School, all requests should be submitted to the HR Manager on the Additional Assignments Form.

### **Absence Reporting Procedure:**

The individual will not be entitled to receive any pay in respect of any period of sickness or injury during an assignment. All absences should be reported to the Examinations Officer at the earliest opportunity possible in order to give the Examinations Officer enough time to organise cover for the exam.

### **Pension Scheme:**

The job holder will be eligible to participate in the voluntary contributory pension scheme