



# UNITED HERZLIA SCHOOLS

## בתיה"ס המאוחדים הרצליה

**We are looking for invigilators as well as one Senior Invigilator Officer for our Prelims and Matric Finals for 2018 going forward.**

### **The Senior Invigilator:**

The job requires attending a training session with the WCED, being computer literate and having your own transport. Organisational skills are required as in a calm, but authoritative presence. Invigilation and some administration will be done. The incumbent will manage a team of about seven invigilators and will work with involved staff members at the school during these examinations. There is a physical fitness aspect required as invigilators are asked to invigilate in an active manner.

This is a community service, although there is some remuneration involved.

### **3 x Invigilators:**

Invigilators are led by the Senior Invigilator and will be doing invigilation only, therefore a physical fitness level is required, as well as your own transport. While this is a community service, there is a small remuneration.

For both these jobs availability during the Prelims (usually August/September) and the Final (late October and November) is paramount.

For any further information, please contact Mr Sydney Samakosky at 021 286 3506.

Please send a SHORT resume with your personal and contact details to [janet@herzlia.com](mailto:janet@herzlia.com)