



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ  
KERRY EDUCATION AND TRAINING BOARD

## General Invigilator and Invigilator Scribe/Readers Pool Kerry College of Further Education and Training – Clash Campus and Listowel Campus

Examination Invigilators are employed to ensure the fair and proper conduct of examinations in an environment that enables candidates to perform at their best.

Interviews will take place and a pool will be formed from which Invigilators will be appointed over the next two years.

### Examination Invigilators are required to:

- invigilate and supervise at examinations to ensure appropriate conduct in examinations, and
- administer associated processes and tasks to ensure the efficient and effective operation of examinations

Successful applicants will have excellent interpersonal skills, and an excellent ability to communicate in spoken and written English, be highly organised with a high level of attention to detail and discretion. An ability to work to tight deadlines in a pressurised environment is essential.

Colm Mc Evoy  
Chief Executive Officer

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Please complete application form which can be downloaded from Kerry ETB website [www.kerryetb.ie/opportunities](http://www.kerryetb.ie/opportunities) and return by email only to [jobs@kerryetb.ie](mailto:jobs@kerryetb.ie). No C.V.'s, only official application form will be accepted.

Applications by **email only** must be received not later than 12 noon Monday, 25<sup>th</sup> November, 2019

**Kerry Education & Training Board services Gaeltacht areas.**

**Cuirfear fáilte roimh chomhfhreagras i nGaeilge.**

**Garda Vetting of successful candidates will take place prior to offer of employment.**

**Canvassing will automatically disqualify.**

**Short-listing will take place on the basis of the information provided in the application form.**

**Depending on the qualifications and experience of applicants, short-listing thresholds may be higher than the minimum standards set out.**

*Kerry Education & Training Board is an equal opportunities employer.*

*“Creating a Learning Society in Kerry”*



EUROPEAN UNION  
Investing in your future  
European Social Fund



Rialtas na hÉireann  
Government of Ireland

