

### ADDING A VACANCY

#### Step 1:

Select the appropriate link from the top of the page

[CLICK HERE TO ADD A VACANCY TO THE INVIGILATOR RECRUITMENT & VACANCY MAP](#)

#### Step 2:

Complete '**1. Centre Details**'

##### 1. Centre Details

|   |                      |
|---|----------------------|
| Centre Number *  | Centre Name *        |
| <input type="text"/>  | <input type="text"/> |
| Building Name   | Address Number       |
| <input type="text"/>  | <input type="text"/> |
| Street  | Town/City            |
| <input type="text"/>  | <input type="text"/> |
| County  | Postcode *           |
| <input type="text"/>  | <input type="text"/> |

#### Step 3:

Click '**1. Find Address**' to ensure that your centre location is accurate. If the location shown is not accurate, drag the pin to the correct location

[1. Find Address](#)

#### Step 4:

Complete '**2. Contact Details**'. Add '**Website Link**' which takes users to further information relating to the vacancy on your website or to information regarding who to contact for further information. If required, amend the '**Expiry Date**'

##### 2. Contact Details

These contact information details will be shown against the listing and will be removed when the listing expires.

|  |   |
|--|---|
| First Name *   | Surname *                               |
| <input type="text"/>   | <input type="text"/>                    |
| Website Link *  | Email Address *                         |
| <input type="text"/>   | <input type="text"/>                    |
| Telephone *  | Expiry Date *                           |
| <input type="text"/>   | <input type="text" value="31/06/2022"/> |

### Step 5:

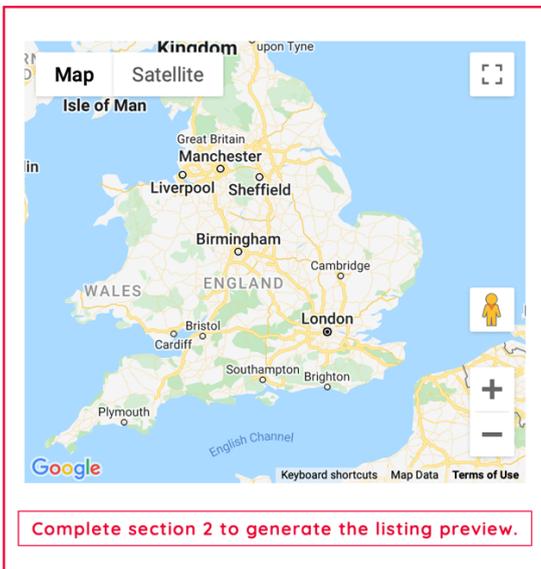
Click '**2. Generate Preview**' to view and confirm your contact details. If required, make any amends

2. Generate Preview

### Step 6:

View and confirm the information submitted (which is displayed in the '**Preview Area**' on the right-hand side of the page). Read and agree to the terms of use and validate your submission by ticking the '**I'm not a robot**' box

#### Preview Area



By submitting the listing as previewed, you are confirming that you have permission to list the details for as long as the advert remains valid on the site.

We will not use any details supplied for any other purpose other than the reason for which it was supplied - to list centre information on this website.

Tick here to agree to the above terms

I'm not a robot



### Step 7:

Click '**3. Submit Listing**' to add your vacancy to the *Invigilator Recruitment & Vacancy Map*

3. Submit Listing



### SEARCHING FOR A VACANCY

**Step 1:** Select the appropriate link at the top of the page

[CLICK HERE TO VIEW VACANCIES ON THE INVIGILATOR RECRUITMENT & VACANCY MAP](#)

**Step 2:** Enter your home postcode into the search box

### INVIGILATOR VACANCY MAP

## SEARCH

Please enter your postcode in the search box below to find invigilator vacancies in your area.

**Step 3:** Select the radius (1 – 20 miles) for your search from the drop-down menu

## RESULTS

2 exam centres within

5 Miles 

**Step 4:** If you zoom in or out, or move the map to another location, you will be prompted to refresh the page by the appearance of a green box on the left-hand side of the page. This will update the page to show vacancies within the new area which you have set



### You have moved the map!

Click here to refresh results using your new location.



**Step 5:** The centres within your search area with invigilator vacancies will appear as red map pins and their details on the left-hand side of the page

### RESULTS

2 exam centres within

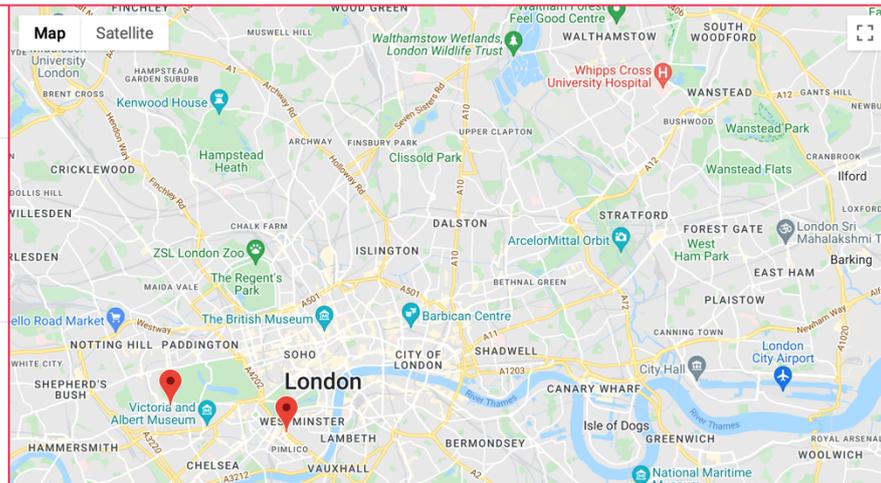
5 Miles

#### The School

1 The Street London SW1 4pp  
John Smith  
<http://www.theschool.com>  
[johnsmith@theschool.com](mailto:johnsmith@theschool.com)  
0123456789

#### School

Main School 4 Victoria Road London E1 6AN  
Susan Smith  
<http://www.school.sch.uk>  
[ssmith@school.sch.uk](mailto:ssmith@school.sch.uk)  
020811111



**Step 6:** If you require additional information regarding a particular vacancy, click the information on the left-hand side or on the relevant map pin(s)

### RESULTS

2 exam centres within

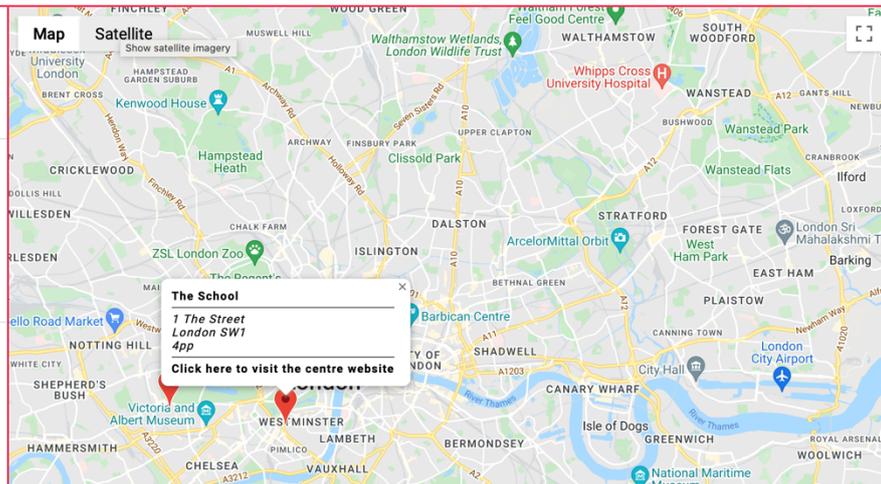
5 Miles

#### The School

1 The Street London SW1 4pp  
John Smith  
<http://www.theschool.com>  
[johnsmith@theschool.com](mailto:johnsmith@theschool.com)  
0123456789

#### School

Main School 4 Victoria Road London E1 6AN  
Susan Smith  
<http://www.school.sch.uk>  
[ssmith@school.sch.uk](mailto:ssmith@school.sch.uk)  
020811111



**Step 7:** You can conduct another search by entering your postcode in the box in the top right-hand corner of the page and clicking 'GO'

Enter Address

GO

**Step 8:** If you experience any issues, click '**Report a problem**' at the bottom left-hand corner of the page

**Report a problem**