



**EXTERNAL**

**Post: Casual Exam Invigilator**

**Support:**

**Hourly Rate: £12.09 (includes annual leave)**

## Join us on our amazing adventure to make THE difference

“The school provides high quality pastoral care” - Ofsted 2023

Are you driven by a passionate belief that excellent schooling is the right of every child?

Do you believe that we must never accept that personal circumstances, socio-economic background or prior attainment will inevitably limit young people’s potential?

Are you committed to the transformational power of education to shape lives and futures?

If so, we want to hear from you!

**We are looking to appoint an enthusiastic and reliable Casual Exam Invigilator to provide support and assist in the process of both internal and external examinations within the school. This is an exciting opportunity for motivated, well-organised and flexible individuals to work with our Exams Officer, Data Manager and school staff to provide the best service for our young people.**

Invigilators are given advance notice of the examination dates and may be asked to work whole or part days during the exam series. The role is offered on a casual basis and the working hours will vary in accordance with the exam timetable. There are typically three series of internal “mock” exams and one series of external summer exams in a year, each lasting for two or more weeks.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at Alvaston Moor Academy, but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.

It is important that potential applicants are able to find out as much as possible about both our academy and the role as they consider making an application. We welcome visits and can be flexible around timings of the day to suit. We are committed to doing all we can to support those interested in researching more about what it is like to work in our proudly inclusive, ambitious academy as part of our AMA team. Pre-application visits are therefore very welcome. We can also arrange a phone call with our Principal or other suitable members of staff. To arrange such an informal discussion ahead of and around making an application, please contact Gemma Swann, Executive Assistant to SLT. Contact details can be found below:

T: 01332 576 777

E: [gswann@alvastonmoor.co.uk](mailto:gswann@alvastonmoor.co.uk)

Please find the job description, job specification, our commitment to safeguarding and information about Archway Learning Trust in the Job Application Pack.

**Closing Date: Tuesday 5<sup>th</sup> November 2024 at 9.00 am**

**Interview Date: Monday 11<sup>th</sup> November 2024**

Early enquiries and applications are encouraged as we may interview suitable candidates sooner.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit [www.archwaytrust.co.uk/vacancies](http://www.archwaytrust.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.