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| Post Title(s) | Exam Invigilator |
| Place of Employment | Based at Aston Academy\* |
| Hours of Work | Casual |
| Appointment | Casual |
| Salary | £10.65 per hour  (Inclusive of £9.45 hourly rate plus £1.20 holiday pay) |

We are seeking hard-working, reliable and flexible individuals to join our established team of examination invigilators to provide support for the efficient and smooth running of external and internal examinations in Aston Academy.

The invigilators will work as part of a team to ensure examination venues are correctly prepared; administer and supervise examinations; take responsibility for the collection and security of examination papers at all times and ensure all aspects of examination invigilation is undertaken in accordance with JCQ regulations. Experience is not required as training will be given.

The invigilator post is a casual post with work being agreed within a flexible rota system but candidates ideally be available for the main exam periods in May and June.

For further information and to apply, please visit [www.astonacademy.org](http://www.astonacademy.org) and follow the link to the vacancies section, or contact Melanie Denton if you have any difficulties on 0114 2872171. Applications should be returned to [vacancies@astoncetrust.org](mailto:vacancies@astoncetrust.org), by 9am on the 5th October 2022

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. This post involves working with children and therefore if successful, you will be required to apply for a disclosure and barring services check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please note if you have not received a reply within three weeks, your application has been unsuccessful.