

EXTERNAL

Post: Exam Invigilator

Hours of Work: Casual

Salary: £13.60 (inclusive of holiday pay)

We are seeking to appoint a pool of casual Exam Invigilators to work with the existing teams at Bluecoat Beechdale Academy, running all internal and public examinations at the Academy.

No experience is necessary as full training will be provided. However, this role will suit individuals who have an interest in education or enthusiasm to work with young people. The successful candidate must possess good communication skills and be able to work effectively in a calm and organised manner, both independently and as part of a team. In return we can offer:



- Casual work to fit around your own availability
- A lively and vibrant working environment
- The opportunity to join a friendly and well supported team

The working times we would request you to accommodate are:

- Morning session 8:30 – 11:30am
- Afternoon session 12:30 – 3:30pm
- Full or half days session are offered.

The examination periods available for Invigilation, for you to consider your availability are:

- Public Examinations in May and June, Speaking exams in April
- MOCK exams (practical) in November and February

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 the Bluecoat Beechdale Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

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. 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.

Closing Date: 9am, Friday 4th October

Interview Date: Friday 11th October