

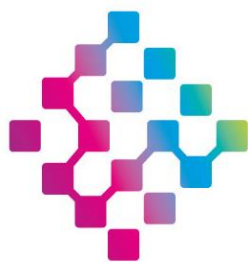
Exam Invigilator

APPLICATION PACK



**University
Technical
College
Norfolk**





**University
Technical
College
Norfolk**

pay

Exam Invigilator

Zero Hours casual worker contract

£12.01 per hour + holiday

To start ASAP

Please note if we find suitable candidates we reserve the right to close this vacancy early.

UTCN exists to develop the next generation of engineers and technology specialists and with a fabulous £10m building, £1.3m of specialist equipment, that's exactly what we have achieved. We have been open nine years and we are already one of the top performing UTCs in the country. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics. UTCN was graded 'Good' across all areas in May 2019.

UTCN are seeking to appoint Exam Invigilators on a casual basis to provide support across all exam series.

If you are:

- Punctual, reliable, flexible and able to follow instructions
- An effective communicator and able to work well as part of a team
- Confident and able to provide a reassuring presence to candidates in exam rooms
- Enthusiastic, approachable and dedicated
- Willing to undertake online training.
- Particularly available to work during the Summer Series, in which we run GCSE, GCE, Vocational and T-Level qualifications (from mid-May to the end of June) as well as other times throughout the school year.

Then we want to hear from you! For further information, please contact the school on 01603 580280.

For further information and to apply, please see our website www.utcn.org.uk

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check.

January, 2024



**University
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College
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Dear Candidate

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UTCN are seeking to appoint Exam Invigilators on a casual basis to provide support across all exam series.

We are looking for someone who is:

- Punctual, reliable, flexible and able to follow instructions
- An effective communicators and able to work well as part of a team
- Confident and provide a reassuring presence to candidates in exam rooms
- Enthusiastic, approachable and dedicated
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UTCN has recently joined the London-based MAT Community Schools Trust (CST). CST has a track record of achieving some of the best exam results in the country. This partnership of technical expertise with academic excellence will create some fabulous opportunities for both staff and students.

If you do not have an educational background, please don't let that hold you back from applying. We will provide training and support to help you develop your skills.

If we can provide any further information, please do not hesitate to get in touch.

Sarah Knowles

Examinations and Data Manager

Key Facts

- We have £1.3m of specialist equipment on site
- We are currently recruiting for Year 10 (up to 150 places) and Year 12 (100 places)
- In due course, UTCN will have up to 500 students from Year 10 to Year 13
- The student body is well motivated and, in many cases, extremely able
- Typical hours for students are from 9.00am to 3.05pm, with a longer day on Tuesday to Thursday
- The curriculum is employer-led
- We offer a wide range of extra-curricular type activities within the Enrichment Curriculum
- UTCN was inspected by OFSTED in May 2019 and was graded 'Good' across all areas

Employer Support

A key difference of UTCN is that we are supported by many of the leading employers and businesses in the county. There are currently over 40 regional and national employers and employer organisations who are actively engaged with UTCN.

The UTCN Local Schools Board

Reflecting the key role that employers will take, the UTCN LSB is made up of employers in the advanced engineering and energy skills sectors:

- Nicola Finch of Future Marine Services and SafeSTS
- Roger Bennington of Long Stratton Motor Company

Additionally, the Board is made up of:

- Ben Milner of UEA
- Emma Palik of UTCN
- Julie Schofield of UEA
- Abbas Maqbool of JIC
- Steve Love
- Jean Wilcox
- Amy Hanton – Parent Governor
- Edson Moyo - Staff Governor

The Curriculum

Our curriculum has been devised to reflect the needs of local employers, but it also provides a solid base for students to progress generally. Post-16 students also undertake Industry led projects.

Basic Salary

Salaries are paid in accordance to approved timesheets, on the 15th day of the month by direct credit transfer.

Working Pattern

This role is on a Zero hour casual worker basis. A casual contract means there are no fixed hours/weeks, however, normal working hours will be between 08:00 and 17:00. Applicants should particularly be available to work during the Summer Series, in which we run GCSE, GCE, Vocational and T-Level qualifications (from mid-May to the end of June). However, they may be called upon throughout the year when other exams, projects and assessments take place.

Professional Appearance and Dress

The principle of smart business dress for staff applies.

Safeguarding

UTCN is committed to safeguarding and promoting the welfare of young people. All appointments will be subject to an enhanced DBS check following the successful completion of online training.

Further information

The UTC Norfolk website is: www.utcn.org.uk

You will also find our Twitter feed a useful source of information: @utcnorfolk

More information about the UTC programme and the Baker Dearing Trust can be found at www.utcolleges.org

To arrange an informal discussion about this role, please contact Sarah Knowles , Examinations and Data Manager at Sarah.knowles@utcnst.org

Application

Please apply using the UTCN Support staff application form. This can be found at:

<https://utcn.org.uk/contact/job-vacancies/>

As part of your online application, you should submit a covering statement which covers:

1. Why you would like to work at UTCN.
2. Address each of the following showing you are;
 - Punctual, reliable, flexible and able to follow instructions
 - An effective communicators and able to work well as part of a team
 - Confident and provide a reassuring presence to candidates in exam rooms
 - Enthusiastic, approachable and dedicated
 - Willing to undertake online training.

Please note: applicants who do not follow this guidance are unlikely to be shortlisted.

Completed applications should be emailed to Tia Pitchers at tia.pitchers@utcnst.org

