



**ALEC REED
ACADEMY**
PROUD TO LEARN

**3 - 19 Years (Mixed)
Academy in Northolt,
London Borough of Ealing**

EXAMINATIONS INVIGILATORS

**Zero hours contract, £10.18 per hour
free parking, free use of gym, subsidised meals**



Are you seeking flexible work? Where you can commit to as much or as little as you like during exam times? Whether you're a College or University student who would like some extra income, a parent looking to return to the workplace, or a retired person looking for a few hours work a week; whatever your circumstance, we want to hear from you - this role may be your next best move!

The core examination periods for GCSE and A-Level are between May and June but the Academy also has regular assessment windows in November, January, March and July to track the progress of our pupils. Exams take place in the morning and the afternoon allowing for the flexibility of half day or full day Invigilation. You would need to be able to commit to either 8am - 1pm or/and 1pm - 4pm. You will join a dedicated team of staff that will guide you through the role and provide support where needed.

Examination Invigilators are responsible for maintaining the security of the examination question papers at all times and conducting examinations in accordance with examination board regulations. They help to ensure the right candidates are in the right place. They give out vital information such as start and finish times for exams and ensure that candidates have the materials and information they need. Working as a team, Examination Invigilators contribute to ensuring a calm environment for exams and giving candidates confidence.

Applicants must be able to work calmly under pressure and have a flexible attitude. Applicants must also be reliable, conscientious and responsible along with demonstrating strong communication, numeracy and literacy skills. The role is on a zero hours contract, with flexible hours paying £10.18 per hour inclusive of holiday pay. The Academy offers free on-site parking, free use of the gym and subsidised meals.

Rest assured that during this time we are taking all precautions to ensure the safety of our staff and students. Face masks are worn at all times in the corridor by staff and students and social distancing is enforced. Within the Exam Hall social distancing has always been standard practise in any case and we will not be allowing the sharing of any equipment. Full PPE can be provided and staff are allowed to wear masks as frequently as they wish.

Please visit the 'Quicklinks - Vacancies' section of our website for more information and an application form: www.alecreedacademy.co.uk. If you prefer to talk, our HR department would love to chat: 0208 8414511.

Closing date for completed applications: Sunday 31st October 2021 at midnight

Interviews will be held w/c 8th November 2021

We reserve the right to hold interviews in advance of the closing date should a favourable application be received

ARA is committed to the protection and safety of our learners. The successful applicant will be required to undertake an enhanced criminal record check via the Disclosure and Barring Service prior to commencing the role.

Judged as OfSTED Good in 2015 and 2018

