



**ALEC REED
ACADEMY**

PROUD TO LEARN

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

EXAMINATIONS INVIGILATORS

£10.36 per hour, Zero hours contract

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. We have opportunities for individuals to start in March and April.

Exams take place in the morning and the afternoon allowing for the flexibility of half day or full day Invigilation. You will need to be available from 8.00am for morning exams and from 12pm for afternoon exams, most of which will be completed by 4.00pm. You will join a dedicated team of staff that will guide you through the role and provide support where needed.

Working as a team, Examination Invigilators contribute to ensuring a calm environment for exams and giving candidates confidence. They 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, give out vital information such as start and finish times for exams, and ensure that candidates have the materials and information they need.

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 £10.36 per hour which includes statutory holiday entitlement. The Academy offers free on-site parking, free use of the gym and subsidised meals.

ARA is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

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: Applications will be reviewed on a rolling basis.

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



**INVESTORS
IN PEOPLE** | Bronze



the **PiXL** club
partners in excellence