

# Information for Applicants

**Exam Invigilator**

We are looking to expand our friendly team of Examination Invigilators team and invite you to join us. You will work as part of a team of invigilators who will ensure exams are carried out according to JCQ regulations (a national examination council who oversee all national external exams in schools).

Your tasks on an examination day will include:

• Preparing the Exam Room

• Distributing Exam Materials

• Monitoring Candidates

• Recording Incidents

• Maintaining Exam Integrity

You will join an existing small team of committed individuals who strive to ensure all pupils at Great Western Academy are given an equal opportunity to succeed in their exams.

Application process

Please complete the application form supplied and enclose a supporting letter, either in the space provided on the application form or as a separate document. The application form should be completed in full in black ink or type. A CV is not requiredand should not be submitted as part of the application.

Your supporting letter should be no more than 2 sides of A4 (with a font size no smaller than 11) and should enhance your application by providing further information, matched to the person specification, about your suitability for the post. This should include evidence of the impact of any previous work you have undertaken with students with additional needs.

Electronic applications should be returned via email to recruitment@gwacademy.co.uk

**References:** References will be taken up prior to interview.

**Closing Date:** Thursday 30th January 2025.

**Interviews:** Thursday 6th February 2025.

**Start Date** : **1st April 2025**

*Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the Trust are therefore subject to an Enhanced DBS and barred list check.*