



Exam Invigilator
Salary: £11.59 per hour
Casual

A new and exciting opportunity has arisen for Exam Invigilators to join Appleton Academy.

Appleton Academy is an all through learning environment for pupils aged 3 to 16 and our building provides a wonderful environment for lifelong learning, in South Bradford. We are looking to appoint a number of additional Exam Invigilators to support the Academy with invigilation of external and internal examinations on a casual basis.

Appleton Academy is part of Exceed Academies Trust, which currently consists of thirteen academies; ten primary schools, an all-through primary-to-secondary academy, an alternative provision academy and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

The successful candidate will possess;

- Experience of working with children/young people aged 11-16 years
- Excellent English language reading, writing and comprehension skills
- Good numeracy skills
- A flexible schedule

The essential requirements of this role are;

- Preparing the exam room as required by the examination board
- Ensuring there is enough equipment and the equipment is appropriate to the needs of the exam
- Ensuring that pupils adhere to the exam rules/regulations
- Assisting with any issues that arise during the examination
- Assisting with any persons needing to leave the examination room
- Reading and scribing to students when needed
- Completing the necessary checks to ensure we adhere to JCQ requirements

If you feel you are up to the challenges ahead and would like to share in our continued success, then please visit our website www.appletonacademy.co.uk to download an application pack and find further information about the Academy. Should you wish to discuss this role further or have any queries, please contact us via email at recruitment@appletonacademy.co.uk

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Candidates will be subject to related online checks, in line with Keeping Children Safe in Education 2022. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Closing date: Friday 13 October
Interview: W/C Monday 16 October 2023

Together we Exceed

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