



Exam Invigilator
Salary: £12.26 per hour
Casual adhoc basis

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

Appleton Academy is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), 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 have;

- 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 for students when needed
- Completing the necessary checks to ensure we adhere to JCQ requirements and regulations

Closing date: We are recruiting immediately for the upcoming GCSE peak exams period of May and June 2025, however, recruitment is also ongoing all year round. Applicants would be ideally available to work during the peak exam periods of November, January, March, May and June.

Interview date: Ongoing interview dates

For an informal discussion regarding this opportunity, please contact Appleton Academy on email at recruitment@appletonacademy.co.uk

Together we Exceed

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Further details about Appleton Academy can be found on our website at <https://appletonacademy.co.uk/>

If you are interested in applying for this role, please do so by submitting an application form to recruitment@appletonacademy.co.uk

Application forms can be downloaded from the school website <https://appletonacademy.co.uk/news/vacancies/>

CVs or applications via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2024. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

