Casual Exam Invigilators

£9.49 per hour

King Edward VI Handsworth Wood Girls’ Academy

Church Lane, Handsworth, Birmingham B20 2HL

T: 0121 554 8122

E: enquiry@hwga.org.uk

W: www.hwga.org.uk

We are seeking to appoint casual exam invigilators across the school year. Invigilators must be available throughout most of the summer exam period from mid-May until the end of June. The purpose of this role is to implement examination procedures and ensure the proper conduct of examination candidates. You will be responsible for setting up exam rooms and collecting, distributing and the returning of all papers. The ideal candidates will be able to demonstrate excellent inter-personal skills, an outstanding attendance and punctuality record, resilience, the ability to work in an organised and methodical manner and have a good sense of humour.

King Edward VI Handsworth Wood Girls’ Academy is an 11-18 comprehensive school in the north-west of Birmingham. Our student intake is from a variety of ethnic backgrounds, making for a very harmonious and happy school. Our Ofsted inspection in May 2014 graded the academy as Outstanding, stating that “the academy provides an exceptionally high quality of education, which results in students making outstanding progress.’

Further details and an application pack can be found under the Vacancies tab at www.hwga.org.uk. Completed application forms should be returned to recruitment@hwga.org.uk

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Closing date: Wednesday 12 February at 3.30 pm

We regret we are unable to accept CV’s as part of the application process. Applications will only be considered if the application form contained within the applicant pack is submitted.