



Waterloo Road, Smethwick, B66 4ND  
Tel. 0121 558 8086

## **Exam Invigilator**

**Salary: £10.34 per hour**

Shireland Collegiate Academy are looking to add to our dedicated team of examination invigilators to assist in managing examinations throughout the year. This is employment on a casual basis and successful candidates will be contacted throughout the year to confirm availability in line with the invigilation schedule. This role requires a great degree of flexibility and some months will be busier than others.

A successful applicant will need to demonstrate an approachable and professional manner and have excellent interpersonal and communication skills. You will be required to oversee and supervise examinations, ensuring that guidelines and regulations regarding the integrity and security of the examination papers are followed. Therefore, a high degree of discretion when handling confidential data as well as the ability to adhere to strict guidelines, will be essential. You will be required to undertake formal training prior to invigilating external examinations for the first time.

In addition to standard examination invigilators we are also looking to appoint invigilators who will be able to act as practical assistants for some of our students who require additional assistance in the examinations, such as those requiring a reader or a scribe. This role will require additional training which you will also have to undertake prior to invigilating external examinations for the first time. It is not necessary to have had prior experience of working in an educational environment to take on this role, but it may help. If you are interested in acting as a practical assistant as well as invigilating, then please indicate this on your application form.

**The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

Completed application forms should be returned to  
[jennifer.adams@collegiateacademy.org.uk](mailto:jennifer.adams@collegiateacademy.org.uk)

Closing date: Friday 14<sup>th</sup> January 2020