

VACANCY

Exams Invigilators



Wednesfield Academy- Lichfield Road, Wolverhampton, WV11 3ES

Salary: £11.87 per hour (casual as and when required)

Start Date: ASAP

The role:

We are seeking to appoint an attentive and reliable Exam Invigilator to provide administrative support and supervision during the school exam periods alongside assisting the Examinations Officer. The candidate will play an important role in ensuring the smooth process of assessment and will ensure all examination body requirements and exam conditions are adhered to with honesty and integrity. You will be working closely with the Exams department and hard-working students.

This role is a casual role, as and when required, during exam periods.

Please refer to the job description for the main responsibilities of the role.

About you:

This is a great opportunity for a committed and organised individual with a focused attention to detail and high-level of judgement. It will be beneficial to have prior knowledge of the examination environment however, training will be provided. Your skills will include:

- Possessing the ability to work to strict rules and regulations;
- The ability to co-operate and collaborate with school staff well;
- Effective communication with students and staff;
- Having strong awareness to ensure exam regulations are being followed.

About us:

One of the latest schools to join the Trust in January 2023, Wednesfield Academy is at an exciting stage of its journey. This is the ideal opportunity for people who want to share in the excitement of driving a school forward.

Visit <https://matrixacademytrust.co.uk/vacancies/> to download an application form and send to Headteacher Joe Phillips: jphillips@wednesfieldacademy.co.uk.

APPLICATION DEADLINE: 7th December 2023

Safeguarding Notice:

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS clearance and preemployment checks in accordance with Keeping Children Safe in Education