



King's Academy Easthampstead Park

It takes a whole community to raise a child.

Exam Invigilators

Actual Starting Salary: KGA03-4, £15.49 per hour inclusive of London Weighting and Holiday Entitlement.

We are looking to recruit a pool of reliable people to support examinations. Working hours are typically from 8.30am until 12.30pm for morning sessions and 1.00pm until 4.00pm for afternoon sessions. Our invigilators work whole day sessions if required and *flexibility is crucial* to the effective invigilation of exams.

The role is essential to the smooth running of the examination process. In addition to ensuring correct exam procedures are followed in line with JCQ guidelines, the successful applicant will be responsible for the setting out and collecting of exam papers and materials, admitting students to the exam hall/room, invigilating exams and collating papers to be sent off to the Exam Board.

No experience is needed as full training will be given but experience of working with young people will of course be an advantage. The main examination period is during May and June and **you must be available to cover at least 4 exams a week during the summer series**. There will be other examinations requiring invigilators at other times of the year.

King's Academy Easthampstead Park is a co-educational, community comprehensive serving Bracknell South. As a school we strive to give our students every opportunity to be happy, healthy and successful. We aim to deliver the best quality teaching and learning in a school where staff and students have respect and pride in themselves, their school and their community.

We work with our students to develop their aspirations and talents to achieve their full potential in a safe, caring and supportive environment. We have a friendly and supportive staff who enjoy working with a student body that fully reflects our community. King's Academy Easthampstead Park, values diversity and promotes equality.

Our vision is to deliver a school judged as outstanding, that lives up to its values and beliefs. Our sense of community is built around the quality of relationships between staff, students and parents with the emphasis on respect and pride.

Applications may be considered upon receipt so you are encouraged to apply at the earliest possible opportunity.

To apply, please complete the application form which you can download from the advert on <https://www.kgaeasthampstead.uk/staff-vacancies/> or contact our Personnel Officer, at recruitment@kgaeasthampstead.uk. or 01344 390826.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.



Ringmead, Bracknell, Berkshire, RG12 8FS

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Headteacher: Mrs Liz Cook MA, BA(Hons) FCCT