
 <p>Belvidere School BELONG • BELIEVE • SUCCEED</p>	<p>Belvidere School Crowmere Road Shrewsbury Shropshire SY2 5LA</p> <p>Telephone 01743 235073</p>	 <p>TRUSTED SCHOOLS</p>
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Exam Invigilator

Hours per week - Casual - during Examination periods, term time only

Contract Type: Casual, flexible working during exam periods

Grade 1 £11.59 hourly rate

START DATE: February 2024

TrustEd Schools is a multi-academy trust based in Shropshire consisting of five secondary schools and four primary schools and is committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

We are looking to appoint Exam Invigilators to oversee and supervise examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during all examination sessions. The successful candidate will work as part of a pool of invigilators and will need to be reliable and punctual, highly flexible and able to relate to learners. In this role you will assist in the supervision and invigilation of internal and external examinations at various times of the year in accordance with examination board requirements and under the directions of the Examination Officer.

The post holder is directly responsible to the Examination Officer and also to Interim Head of School.

The post holder will be responsible for assisting with:

- The maintenance of the appropriate regulations as prescribed by the examination board
- The supervision of the orderly entry of candidates to the examination room
- The distribution of relevant materials
- The supervision of the candidates under examination conditions during the examination
- The collection of scripts and other materials at the end of the examination
- The supervision of the orderly dismissal of the candidates from the examination room
- The collection and return of scripts to the examination office as appropriate

Application process

- Full details of the role and application process are available from the school's website www.belvidere.shropshire.sch.uk. If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted.**
- The closing date for all applications is **29th January 2024**

- Date of interview to be confirmed. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- Completed application forms should be returned by email to Karol Bywater at recruitment@belvidere.shropshire.sch.uk by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An online search will be undertaken as part of due diligence checks during the shortlisting process.