

Outwood Academy City

Casual Exam Invigilator / Scribe / Reader

Required to start as soon as possible
Paid at £8.90 per hour

Outwood Grange Academies Trust seeks applications from outstanding applicants with integrity, imagination and energy for this rewarding role.

If you share our values, join our family.

Serving the bustling city of Sheffield, Outwood Academy City was constructed in 2011 with state-of-the-art facilities and joined Outwood Grange Academies Trust three years later.

Prior to achieving Academy status, just 48% of students achieved five GCSEs at Grade A*-C, including English and Maths. In 2018, 68% of students achieved the new measure: English and Maths combined at grade 4 or above.

The academy has undergone a huge transformation for its 1000 students, with an innovative curriculum and a personalised approach to learning enabling them to realise their vocational, practical, creative and academic abilities.

You can join us on our journey and build a career that's equally exciting.

We are looking to recruit additional exam invigilators for our forthcoming exam periods mainly during May to June, although you may be called upon to assist at other times of the year. These appointments are offered on a casual basis and, if appointed, you will join a bank of exam invigilators and you will be able to choose the number of hours you wish to work.

This role is essential to the smooth running of the examination process. In addition to ensuring correct exam procedures are followed, the successful applicants will be responsible for the setting out and collecting of exam papers and materials, admitting students to the exam hall/room, invigilating during the exams and collating the exam papers to be sent off to the Exam boards. Occasionally invigilators may be called upon to scribe for individual students.

Full training will be given to successful applicants.

Full details of the post can be found on the recruitment page of our website:
www.city.outwood.com.

To apply for the post please complete the online application form. CVs will not be accepted.

Closing date: Monday 1st April 2019
Interview date: Week commencing 8th April 19

Please note that there is currently a job evaluation exercise being undertaken across the Trust. The salary advertised for this post is therefore subject to job evaluation and may change.

We reserve the right to close advertisements early. Advertisements will therefore close at 12 noon, either on the advertised closing date, or the day the decision has been taken to close the advertisement early.

We are committed to safeguarding and promoting the welfare of our students. All offers of employment will be subject to enhanced DBS Checks.