



Oldbury Wells

OLDBURY WELLS SCHOOL

Bridgnorth, Shropshire, WV16 5JD

Exam Invigilators

Grade:	Grade 1 (NJC 2) £12.26 per hour
Contract Type:	Casual hours during Examination periods. Term Time only
Start Date:	ASAP (for next Exam period)
Closing Date:	2:00pm on Monday, 10 th February 2025* <i>(*Please note, early applications are encouraged as the school reserves the right to close the advert early)</i>

We are popular school at the heart of its community rated 'Good' by Ofsted with consistently positive outcomes at GCSE, our core purpose to "Inspire education and Inspire lives". We have a strong track record in terms of examination results because of good progress from students across all key groups. We offer a broad and rich curriculum with student's academic and personal development central to all our work. Oldbury Wells School work to ensure all students are successful in achieving their future goals and ambitions progressing successfully into post 16 education, employment or training.

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 Assistant Headteacher.

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

Oldbury Wells is part of the TrustEd Schools Partnership which currently comprises a family of nine schools all based within Shropshire. Our Trust is committed to supporting local education and enjoys strong partnership arrangements with all local primary schools. At the center of our work is quality and inclusive education for students of all abilities; all our partner schools work closely together to support professional development opportunities which ensure all members of the team are able to develop within their role. We are located just 20 minutes from the West Midlands conurbation where we enjoy a small town location in Bridgnorth within easy reach of the Birmingham and Telford and Shrewsbury areas.

Application process

- Full details of the role and application process are available from the school's website www.oldburywells.com. 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 as above.
- 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 to nicole.carter@oldburywells.com by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, an online check, 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.