

# NEWMARKET ACADEMY

We are seeking to appoint the following posts:

## **EXAM INVIGILATORS**

**£ 8.82 per hour**

**Required from February 2019**

We are looking for new Exam Invigilators to join our existing team to provide supervision in all mocks and exams that our students sit. These take place in November (over a 2 week period), January (over a week), March (over a 2 week period) and May/June (over a 6 week period).

The number of Invigilators required each day will vary depending on the number of students sitting each mock/exam and whether there are multiple venues or subjects taking place at the same time. You will however be required for whole days on a number of occasions.

Duties will include:

- Helping to prepare the exam room
- Putting out and collecting in exam papers
- Assisting students getting into and out of the exam venue
- Dealing with and recording any problems that arise during the exam
- Ensuring there is no misconduct during the exam
- Supervising the saving of digital files onto memory sticks and ensure safe delivery to Exams Officer
- Reading and/or Scribing for students in exams

Full Exam procedure training and Safeguarding training will be given.

Our Invigilators sometimes have to deal with a student who has become stressed or a student exhibiting challenging behaviour. You must therefore be vigilant and proactive, have a calm, confident and patient manner and be able to take control if the need arises.

If you would like to apply for one of these positions please download the support staff application form from our website and return it to Claire Bailey, PA to the Principal, either by post to Newmarket Academy, Exning Road, Newmarket, Suffolk CB8 0EB or by email to [claire.bailey@newmarketacademy.co.uk](mailto:claire.bailey@newmarketacademy.co.uk).

Closing date: 12.00 noon, Friday 18<sup>th</sup> January 2019