



## EXAMINATIONS INVIGILATORS

**Scale 2, Point 11 - £8.19 per hour (claimed by timesheet)**

### **Casual hours.**

Working hours will be variable depending on examination requirements but will normally be between 8.30 am and 4.30 pm.

We are seeking Exam Invigilators for Ipswich Academy who can assist conducting examinations effectively. Paradigm Trust is looking to appoint individuals who are reliable and punctual, flexible, confident, firm but fair, and comfortable under pressure.

The invigilator is the person in the examination room responsible for conducting an examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process. Working as a team, invigilators contribute to ensuring a calm environment for the examinations.

All applicants must have due regard for safeguarding and promoting the welfare of children and young people, and if successful, will be required to comply with the Trust's safeguarding policies and procedures.

No previous experience is necessary; full training will be given to all new invigilators.

A job description, including the person specification, application form and employment monitoring form is available from our website [www.paradigmtrust.org](http://www.paradigmtrust.org)

Completed applications should be returned by email to Katie Hazelton, Senior HR Assistant at [hr@paradigmtrust.org](mailto:hr@paradigmtrust.org)

**Closing date for applications:** 4.30pm, Friday 6th April 2018  
**Interview date/times:** Week commencing 16th April 2018