



## EXAM INVIGILATORS

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

### Casual hours

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.

Invigilators help to make sure that the right candidates are in the right place. They distribute the vital information and ensure candidates have all of the materials and information that is needed for each exam.

Working as a team, invigilators contribute to ensuring a calm environment for the exams.

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:** 9.00am, Monday 23<sup>rd</sup> April 2018

**Interview date/times:** Tuesday, 24<sup>th</sup> April 2018 – times will be advise by telephone on Monday 23<sup>rd</sup> April.