**Casual Exam Invigilators**

**Grade B, point 1; £10.36/hour (including holiday pay)**

EWS is a high-achieving comprehensive school across two sites serving many villages and the fringes of both Northampton and Milton Keynes. We believe that all staff and pupils should be treated with respect and have built a culture based on respect for each other, resilience to meet new challenges and take responsibility for our actions and our learning.  At Elizabeth Woodville we have a strong focus on academic achievement throughout the school and develop our young people to be independent and resilient learners. EWS joined Tove Learning Trust in 2016.

We are currently looking to recruit additional casual Exam Invigilators to join our friendly team of Invigilators. This is an opportunity for anyone who is seeking flexible working hours and experience of working within an education setting.

The successful candidate will:

* Assist with the setting up of the exams venue.
* Enforcing examination procedures.
* Supervise candidates and generally ensure that the exam environment enables candidates to perform their best.
* Candidates must be eligible to live and work in the UK
* Have to meet the person specification and will be required to apply for a DBS disclosure

Exams are taken at various times during the academic year; the work is seasonal and therefore on a temporary ad hoc basis; however you should be available for the main exam season in May and June.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

**The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**How to apply**

All documents including the full job description, person specification and application form are available on our website [http://ewsacademy.org.uk](http://ewsacademy.org.uk/). Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to **Michelle Saint, HR Administrator** E: michelle.saint@ewsacademy.org.uk T: 01604 861188.

**Closing date: 30 November 2021**

**Interview date: tbc**