

Academies Trust *needs you...*

We are looking to recruit examination invigilators across the southern region of Outwood Grange Academies Trust as soon as possible to work with us in the forthcoming examination seasons.

Our academies in the southern region include:

Outwood Academy Adwick, Doncaster
Outwood Academy Danum, Doncaster
Outwood Academy Hasland Hall, Chesterfield
Outwood Academy Newbold, Chesterfield
Outwood Academy Brumby, Scunthorpe
Outwood Academy Foxhills, Scunthorpe
Outwood Academy City, Sheffield
Outwood Academy Portland, Worksop
Outwood Academy Valley, Worksop

This is a wonderful opportunity to shape the future of young people, to support the organisation of examinations, secure experience and expertise in an exciting environment and earn a little extra cash.

These posts are 'casual' and would suit undergraduates, non working parents, those who are semi-retired - and in fact anyone seeking to raise standards and transform lives or earn enough to enjoy a summer holiday. The specific duties are detailed below and if you think you might fit the bill do get in touch.

- Assist the exams and assessment officer in preparing the exam rooms for morning and afternoon sessions.
- Invigilate examinations in accordance with exam board regulations and internal policies.

- Work collaboratively with the rest of the invigilation team to maintain a calm and productive atmosphere within examination rooms.
- Handle minor queries or interruptions within an exam session, making sure there is little disruption to the students, escalating to the exams and assessment officer as required.
- Keep up to date with changes to exam regulations by engaging with and completing in-house training.
- Have an understanding of safeguarding procedures, and maintain awareness to ensure the welfare of our students.

As part of our own commitment to recruiting examination invigilators we are hosting an open morning/afternoon where we will offer an opportunity for you to;

- meet the principal
- undertake an academy tour
- complete the application process - with support if required
- meet some of our wonderful students
- participate in a question and answer session with the principal and exams and assessment officer.

We have booked the open event for Tuesday 3 May, 9am - 12pm. Please register your interest using the email address below. You will then be contacted with further details for the day.

Michele Gregory
m.gregory@portland.outwood.com
01909 471 010 ext. 205