



Vacancy

The Roseland Academy
Part of The Roseland Multi-Academy Trust
The Roseland Academy, Tregony, Truro, Cornwall, TR2 5SE

Tel: 01872530583

Website: www.theroseland.co.uk

Examination Invigilators

Casual

Salary £11.60 per hour

Start Date: by negotiation

Do you have the drive, passion and commitment to deliver outstanding support? We are recruiting a number of Exams Invigilators to join our Exams team. This is a flexible role that provides full training and the opportunity to join a friendly and supportive team.

A fantastic opportunity has arisen for highly motivated Exam Invigilators to join The Roseland Academy. We are an Ofsted Outstanding and consistently high-performing Academy where we nurture, challenge and inspire every child to reach their potential.

We are looking to appoint Exam Invigilators to support internal and external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to and training is available to support, if required. You will be required to check examination rooms, the identity of candidates and ensure that all reasonable steps are taken to ensure that students are provided with the necessary material to enable them to complete the examination. The individuals will need to supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.

Our students are wonderful and they work hard in a calm learning environment. You will join a cohesive team of Invigilators who work closely together to make sure that our meticulous and carefully planned routines are followed, supporting students to achieve their best.

What you'll need to succeed:

- Have the ability to cooperate and collaborate with members of staff
- Have meticulous attention to detail
- Ability to follow written procedures
- Have a high level of security/confidentiality awareness
- Have flexibility over working hours
- Highly reliable
- Have basic IT skills (familiar with the use of email, etc.)

What you'll get in return:

- A ***unique opportunity*** to be a key member of staff in a forward-looking, driven school in the heart of the beautiful Roseland Peninsula in Cornwall
- A ***genuine family atmosphere*** with high expectations and standards where every student is known and valued
- ***Hard-working and ambitious students***
- ***Friendly staff*** with ***high expectations and standards***
- ***Supportive atmosphere*** for everyone
- ***Free parking*** facilities
- Employee Assistance Programme (***EAP***)

Please note a completed application form needs to be submitted (CVs are not an accepted form of application). To apply, please complete the application form available on our website and send it to the email address provided in the advert.

Further details for this post are available from Miss Emily Pye epye@theroseland.co.uk

Safeguarding Statement:

The Roseland Academy, part of The Roseland Multi Academy Trust, is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.