

VACANCIES

Exam Support Assistants Casual contracts

Required ASAP

Grade 2 SCP 13 £8.39 per hour

Working hours as required but must be available during our main examination period in May and June but also be able to support at other times of year during either modular or mock exams which can take place from November through to March.

Hours vary but can on occasion require a 7.30am start to ensure exam rooms are prepared for 9.00am starts or a 6.00pm finish if there has been a late exam.

Exam Support Assistants are required to support the Academy during exams by

- Invigilating
- Supporting the Examinations Administrator in ensuring the smooth and efficient operation of examinations
- Supporting individual students by either reading or scribing during their examinations.

The post holders will work under the direction of the Exams Administrator or SENCO depending on whether invigilating or supporting students with reading or scribing.

The ideal candidates will have strong literacy, numeracy and administrative skills, personal integrity with the ability to understand the importance of adhering to strict rules and regulations, be empathetic, a team player with a 'can do' attitude and have a flexible approach to work.

Candidates will have the ability and willingness to undertake a variety of tasks under the 'invigilator' role including setting out equipment in the exam hall, accounting for all exam papers and packaging them ready to be put in the mail.

To support students in their exams as a reader or a scribe, candidates will need to be able to relate to young people, be non-judgmental, have empathy and an understanding of the student's individual needs and be able to adhere to regulations and guidance as to what support to students can be given and what cannot.

TRAINING WILL BE GIVEN.

If you believe you have the necessary drive and determination to meet the requirements of this post, we look forward to receiving your completed application form outlining why you believe you meet the criteria for the post.

The Academy is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service. We welcome applications regardless of age, gender, ethnicity or religion.

Closing time and date: 9am Monday 14th November 2016
Please forward application forms to Sarah Gavigan
sgavigan@boltonstcatherinesacademy.org.uk