



Reach Academy Feltham
Exam Invigilator
Rate of Pay: £13.15 per hour
Closing Date: 7 January 2024

Reach Academy Feltham is a small, all-through school that opened in September 2012. The school has quickly built an excellent reputation locally and nationally and last year moved into a stunning purpose-built home. In March 2014 it was the first all-through free school to be judged outstanding in all categories by Ofsted.

We are seeking invigilators to assist with the examination process in May and June.

We are looking for enthusiastic people who can demonstrate:

- attention to detail
- strong organisational skills
- ability to exercise good judgement
- excellent communication skills

The ideal candidate would have a flexible attitude to working hours, be extremely punctual and a team player.

The role will involve providing necessary support to exam candidate's needs, and remaining alert to possible instances of misconduct. The successful candidate will liaise with staff to resolve queries and help to create a calm environment during the course of the exams, while following all school protocols in full accordance with guidance issued by the Joint Qualifications Council and examining bodies. Other duties may also include supporting pupils with additional needs who may need assistance with accessing their exams. You will be required to attend training in protocols and procedures prior to the beginning of the exam season.

Previous experience as an invigilator or other work in a school would be advantageous but not essential as training will be provided. Experienced invigilators are invited to express interest in the Lead Invigilator role. The successful candidate would be responsible for the organisation of papers prior to and after examinations, ensuring their secure transfer to the schools' Exams Officer.

The role will require you to be predominantly available from 8am to 5pm approximately on each day between 1 May - 24 May and 3 June - 28 June 2024. Additional dates may be required and the exact end time will vary on a day-to day basis.

**Interviews will be held in January 2024, date to be confirmed. Please complete an application form on our website.**