The Hazeley Academy is currently advertising for the following exciting opportunities:

**Lead Exam Invigilators**

We are looking to increase our bank of Lead Exam Invigilators

**£8.93 per hour inc holiday pay. Various hours and days available**

**Monday – Friday – 07.45am – 16.30pm**

The role of a Lead Invigilator will require you to provide a professional examination service ensuring a calm environment to give candidates the best possible opportunity to be successful in their exams. You must follow the required guidelines/regulations for the integrity and security of examinations and procedures during invigilation.

**Duties will include:**

- Ensure that all regulations contained in the ‘JCQ Instructions for Conducting Examinations’ are carried out correctly
- Inform the Exams Manager if any of the invigilation team for that session are not present
- Organise, distribution and collect exam papers
- To allocate invigilators to rows for distribution and collection of papers
- Supervise invigilators and candidates in case of evacuation to ensure security of papers at all times
- Assist the school staff in ensuring that all school procedures are followed regarding use of equipment and personal belongings in the exam hall
- To ensure the relevant signs and a copy of ‘JCQ Instructions for Conducting Examinations’ is present in the examination room
- Allow candidates into the examination room with sufficient time for a prompt start at 8.45am (morning exams) and 1.25pm (afternoon exams)
- Report any breach of security to the Exams Manager.
- To assist the Exams Manager regarding other duties related to the Exams process as and when required.

The work available is on an ad-hoc basis, mostly during May to the end of July. Additional weeks/days will likely be available November, January, February and April. It is essential that you are available to start work at 7.45am and be available at least 2 full working days in any one week during these periods, and that you regularly access an email account. One Lead Invigilator will be allocated per morning or afternoon session and paid at the agreed hourly rate for these sessions. At all other times the normal invigilation hourly rate (£8.04 inc holiday) and duties will apply. Job description available on request.

The ideal candidate will have excellent organisational skills, be flexible with regards to their working hours, be a team player and able to take control in emergency situations.

The Hazeley Academy is a high-achieving, newly built, highly equipped modern Academy of over 1500 students aged 11-19 which enjoys an exceptional reputation in the community. The Hazeley is a highly ambitious school which has grown rapidly since it was opened in 2005 and is currently judged by Ofsted as being GOOD. An application pack is available from our website [www.thehazeleyacademy.com](http://www.thehazeleyacademy.com) or alternatively you can contact recruitment at the address below.

**Closing Date:** Friday 23rd June @ 9am

Interviews TBC

We reserve the right to close the application process prior to the closing date.

**The Hazeley Academy is an equal opportunities employer.** The Hazeley Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Recruitment, The Hazeley Academy, Emperor Drive, Hazeley, Milton Keynes, MK8 0PT

Tel: 01908 555620  Fax: 01908 508357

Email: recruitment@thehazeleyacademy.com

Website: [www.thehazeleyacademy.com](http://www.thehazeleyacademy.com)

Principal: Mr Tony Nelson