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

**Exam Invigilators**

We are looking to increase our bank of Exam Invigilators

£8.37 per hour. Various hours and days available

Monday – Friday - 08.00am – 15.30pm

The role of an 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:

- Assisting with the setting up examinations venues in accordance with strict procedures
- Assisting students by directing them to their seats
- Advising on the possessions permitted and not permitted in the examinations room
- Supervising during exam sessions and dealing with any queries raised by students
- Distributing question papers and collecting completed scripts at the end of the examination

The work available is on an ad-hoc basis, mostly during May to the end of July. Additional weeks/days will likely be available in November, January, February and April. It is essential that you are available to start work at 8am and be available at least 2 full working days in any one week during these periods, and that you regularly access an email account.

The ideal person will need to be flexible, calm, punctual, reliable, well organised and able to deal with students in a calm and professional manner. You must be able to work upon own initiative as well as part of a team.

Full training is provided. Lead Invigilator positions also come up from time to time for the right candidates.

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 12 January 2018 @ 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