

Examination Invigilator

- Salary:** Grade 2 – SCP 7-10 £17,842 - £18,562 FTE Salary per annum, £9.25 - £9.62 per hour.
- Contract:** Casual hours throughout the school examination periods (mainly May/June)
Morning start time: 8.00a.m
Afternoon start time: 12.30p.m
- Start Dates:** To be confirmed nearer the time (May/June 2022 with the possibility of occasional other dates)

The Orme Academy is seeking to add to its existing invigilation team. We need people who can be available at short notice, on a casual basis to invigilate internal/external examinations. Examinations can vary in length from one hour to all day. Generally morning Examinations will start at 9.00a.m and afternoons at 1.30p.m. Invigilators will be required before examinations, to prepare rooms and afterwards to pack exam papers for postage.

The main examination periods are May/June but there will be other times of the year when invigilators are required.

The sole ethos for the school community is '**Empowering Learners for Life**'. Whilst we are committed to ensuring that every student makes excellent progress, this concept stretches well beyond academic performance. We firmly believe that every aspect of school should equip learners to be successful in all areas of their lives, both now and for their future. Indeed, every single decision or action taken improves the life chances of all our learners. This is underpinned by ensuring the Academy is a safe, nurturing and happy environment: put simply, The Orme Academy is a great place to learn and a great place to work.

This ethos applies equally to the staff. We believe in empowering our staff to be aspirational and effective leaders of learning and provide a good programme of CPD and induction to support those joining our vibrant community. This CPD includes being part of a large MAT, with its own Institute of Education (IoE) focused on the development of staff. The IoE provides access to wide range of network hubs, subject experts and access to best practice, as well as bespoke CPD opportunities. This is an exciting opportunity to join a highly professional and committed team of staff whilst also playing their part in the success and future development of our Academy.

The Shaw Education Trust offer the following benefits with your employment:

- An excellent Local Government Pension Scheme / Teachers Pension
- Generous holiday entitlement from your first day of employment (28 days holiday rising to 30 days after 5 years' service + Paid Bank Holidays)
- Access to health and wellbeing support via Occupational Health
- Cycle to work scheme
- Access to our Institute of Education and fantastic opportunities to help you grow, contribute and flourish in your role and in the Trust.

The Orme Academy is dedicated to the safeguarding and wellbeing of students; all staff must share this commitment. The successful candidate will be required to undergo appropriate screening including Enhanced DBS check.

Please click on the following link to refer to SET [Safeguarding and Child Protection Policy](#)

Further information about the Academy can be found by visiting the website www.theormeacademy.org.uk
If you would like to discuss the opportunity further, then please contact Julie Wilson (Exams Officer) - jwilson@toa.shaw-education.org.uk

Completed applications should be returned to recruitment@shaw-education.org.uk Application forms can be found on the Academy's website and at www.shaw-education.org.uk/careers

Closing date: 31st December 2021 at 12 midday
Interviews: TBC

