

# The Canterbury Academy Trust

## Schools for all the Talents



### **Exam Invigilator**

The Canterbury Academy Multi Academy Trust is seeking people who are enthusiastic, flexible, organised and reliable to join our invigilation team. Your role will be to support the Examinations Officers in conducting examinations in an environment that enables candidates to perform at their best and in accordance with the regulations laid down by the Joint Council for Qualifications. You will supervise students taking external examinations and some internal mock and assessment tests.

You will be required to be available for work, on a supply basis. Invigilators are required throughout the year for internal and external examinations, with the busiest time being the summer term. The role requires excellent customer service skills including effective communication skills a confident communicator, comfortable working under pressure and multi-tasking, and who will be able to enforce regulations firmly but fairly if necessary and to deal effectively and promptly with any problems. Flexibility, reliability and an eye for detail are essential, as is the ability to communicate in clear, spoken English.

Full training will be provided but experience of working in an educational environment would be beneficial.

NOTE: All candidates are required to submit a covering letter with their application explaining their suitability and interest in this post.

Closing date for applications is the 4th January 2024 but please apply as soon as possible as this advertisement will be withdrawn as soon as sufficient suitable candidates are identified.

### **Benefits:**

Flexible working hours

On-site parking

**Job Types:** Part-time, Temporary

**Salary:** £11.67 per hour