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## Job description

Thomas Telford University Technical College is seeking to appoint a team of staff to act as seasonal examination invigilators in our UTC during the busy exam season from November until the end of June 2022. The team will oversee both internal and external examinations from Monday to Friday and will include a testing weekend in November. The number of days and hours worked will vary dependant on demand.

The successful candidates will:

- Have good spoken and written English as you will not only be supervising the students but may be asked on occasion to act as readers or scribes for students with additional needs.
- Have good organisational skills.
- Be able to work independently as well as part of the team.
- Prepare the examination room in accordance with JCQ regulations.
- Distribute scripts and supervise students during the examination.
- Collect and collate scripts at the end of examinations.
- Ensure that the appropriate paperwork and scripts are packaged ready for collection.
- Be in good health as you will be spending long periods standing
- Have drive, enthusiasm, resilience and warmth.

Additional Skills Required:

- Experience of working with teenagers/young adults is desirable but not essential.
- An understanding of how to manage behaviour in a positive way

We can offer you:

- Support and training associated with conducting examinations.

Flexible working hours.

This is an excellent opportunity for anyone looking to gain further experience in schools for PGCE placements or for those looking for seasonal work during the summer term. The work is paid on an hourly basis and you will be required for a mix of sessions, mornings, afternoons and all day sessions. You will need to be available from 8:30am for morning sessions and from 1pm (often until 4pm) for afternoon sessions. This job would, therefore, not be suitable for people who have other commitments at these times.

All candidates are required to have an enhanced DBS disclosure before they are able to start work within our school. (The UTC will pay/organise this if you)

You will need to complete a UTC application form which will be emailed out to you but in the first instance please send in your CV.

Job Type: Temporary