

Position: Exam Invigilator

Location: Manor School, Raunds

Hours: Casual contract as required and agreed with Exams Officer to cover examination season

Salary : Scale A Point 1 In the region of FTE £17,842

About Us

The Nene Education Trust comprises of 8 great academies located in East Northamptonshire with each academy having its own unique character. All aspire to provide opportunities for good learning and developing life relationships in environments where staff and students feel safe and respected and able to pursue the highest possible progress and academic achievement for all. Central to our approach are our core values of respect, enrich and nurture and all staff members within our trust are expected to uphold similar values and put these at the heart of all they do.

Developing character, celebrating achievement, raising aspirations.

We aim to ensure our children and young people are continually challenged to successfully complete their education, develop self-confidence and self-esteem, and to be proactive in determining their career pathway.

The Role

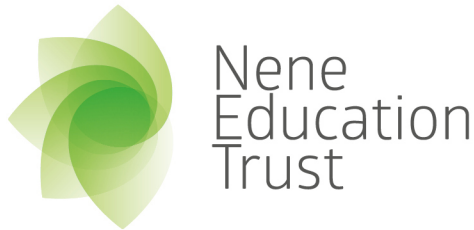
To distribute, collect and collate exam papers/answers. To supervise students during internal and external exams as required. To provide specified support to individual students as directed by the Exams Officer.

Key Tasks:

- Hand out exam papers and any other relevant materials ensuring each student has the right paper.
- Use seating plan to guide students where to sit in the exam room/hall.

CEO: Mr C Hill
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA

T: 01933 623921
E: enquiries@neneeducationtrust.org.uk
www.neneeducationtrust.org.uk



- Report any students who are missing.
- Observe and monitor student behaviour to ensure it is appropriate and conforms to the rules.

About You

We are looking to add capacity to our school invigilators team. We encourage those with experience of a school environment to apply. The successful applicant must have a positive and flexible approach and also be able to work individually and as part of a diverse team

Benefits

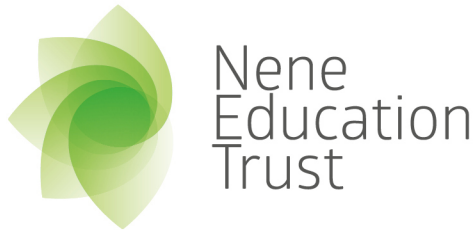
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance on any personal and/or work-related matter
- Free Mindfulness training with a qualified and experienced professional
- An open and collaborative working environment, not just within your academy but also across the Trust where innovation is encouraged

The Nene Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students, and volunteers to share this commitment. Any offer of employment will be subject to DBS *and Right to Work checks* .

Further details and **an application form can be found at**
: www.neneeducationtrust.org.uk/join-us/all-vacancies

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To Apply

Please send all application forms to joinourteam@neneeducationtrust.org.uk

We look forward to your response.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Closing date for completed Applications: Friday 26th November 2021 Midday

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