



EXAMINATION INVIGILATORS
£10.50 PER HOUR (INCLUDING HOLIDAY PAY)

The Aspirational School for West London

Phoenix Academy is a new school under the Future Academies Trust, committed to giving young people the character, aspiration and academic success that will truly transform their lives.

The Academy is seeking to build a team of invigilators to support the Examinations Officer with the day-to-day operation of examinations.

This is a vital role for maintaining smooth and efficient running of examinations which enable our students to perform at their best.

ABOUT YOU

The successful candidate will need to be reliable, flexible, well-organised, and have good spoken and written English as you will not only be supervising students but will be asked on occasions to act as readers or scribes for students with Special Educational Needs. There will also be some associated administrative tasks.

The days and hours will vary depending on the requirements of the Academy; sessions may be morning, afternoons or all day. Training will be provided along with a timetable detailing the duration of exams.

Our location is well served by public transport and we offer parking on site

To apply: please visit our website www.phoenixacademy.org.uk to download further information and an application form. Please submit your completed application form to recruitment@phoenixacademy.org.uk

Closing date: Ongoing

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.