 

**EXAM SCRIBE & INVIGILATOR**

Start date: Various dates within the school year

Salary £12.45 per hour plus arrangements for holidays.

This is an opportunity to work as part of a team of invigilators at various dates throughout the school year, in particular around the exam periods in the Spring, Summer and Autumn.

Previous Invigilator experience would be desirable but not essential as training will be given. All candidates should have a good level of English literacy, be confident in working with students and be able to follow procedures. Most importantly you should demonstrate a supportive attitude towards students and be able to work well with our small but dedicated team.

**You will be responsible for:**

* Preparing the exam room as required by the examination board.
* Ensuring there is the necessary equipment for each exam.
* Ensuring that the students adhere to the exam rules i.e. no talking.
* Assisting with any issues that arise during the examination.
* Assisting with any persons needing to leave the examination hall.
* Reading and scribing to students when needed.

In the first instance, to express your interest please email [hr@magnusacademy.co.uk](mailto:hr@magnusacademy.co.uk)

**Deadline: Monday 7th July 2025 – 9am**

The Diocese of Southwell & Nottingham Multi Academy Trust is committed to safeguarding and promoting the welfare of young people and expects all employees to share this commitment. The successful applicant will be subject to appropriate child protection screening including checks with previous employers and undertake an enhanced DBS with barred check.