

Job title	Exam Invigilators, Readers & Scribes x 5
Location	Oakbank School
Salary range	£10.53 per hour
Start date	ASAP
Closing date for applications	06/11/2021
<p>Job details</p> <p>Oakbank school are seeking to appoint Exam Invigilators, Readers and Scribes to be a part of our team overseeing GCSE and mock examinations. This role would work very well for someone looking for employment that doesn't require a big commitment of time during the day and during school term time. Typical working hours will vary between 3-6 hours per day across either a morning or afternoon.</p> <p>Candidates must be available during the exam periods which are from early May to the end of June as well as for school Mock GCSE's run in November, late February and late June. The dates of when you would be needed would be provided well in advance.</p> <p>The role involves setting up examination rooms, ensuring correct exam procedures are followed, distribution and collection of examination papers and monitoring students during the examination period ensuring a consistent environment is maintained.</p> <p>Who we are looking for:</p> <ul style="list-style-type: none"> • Be able to work effectively both on your own and within a team. • Have excellent attention to detail. • Good communication skills. • Be an excellent role model. • Be reliable and punctual • For Readers and Scribes you must be able to read and write clear English. <p>Oakbank School is located close to Reading and with easy access to the M4 and A33.</p> <p>Please see job pack for the job specification and full list of responsibilities and person specification.</p> <p><i>We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, the Children's Barred List check and satisfactory references.</i></p>	
Contact details:	Mrs A Green – Exams Officer
How to apply:	Via Recruitment@oakbank.anthemtrust.uk

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