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| **Vacancy Details** | |
| Salary: | **£13.23 per hour** |
| Hours: | Casual contract – various hours during term time exam period |
| Location: | King Edward VI Handsworth Wood Girls’ Academy |
| Closing date: | Monday 2 December at 9.30 am |
| Interview date: | TBC |
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| **About the Vacancy** | |
| We are seeking to appoint casual exam invigilators across the school year. Invigilators must be available throughout the summer exam period from mid-May until the end of June. Hours are also available throughout the year to support with mock examinations. The purpose of the role is to implement examination procedures and ensure the proper conduct of examination candidates. You will assist with the preparation of the examination area, completion of relevant paperwork, starting, overseeing and finishing the exams as necessary. The ideal candidate will be able to demonstrate excellent inter-personal skills, have outstanding punctuality and attendance, resilience and the ability to work in an organised and methodical manner.  The successful candidate will be fully supported in their career and professional development through a vast programme of CPD provided by the academy.  King Edward VI Handsworth Wood Girls’ Academy is an 11-18 comprehensive school in the north-west of Birmingham. Our student intake is from a variety of ethnic backgrounds, making for a very harmonious and happy school. We truly believe that high aspirations can transform the life chances of our students; underpinned by our drive to develop in our students the universal values of Scholarship, Character and Community. | |
| **About the Academy Trust** | |
| The King Edward VI Foundation, Birmingham, is a progressive charitable organisation which has supported excellence in education across the City since 1552. Our schools are diverse in nature but have a common purpose and commitment to achieving our mission of “making Birmingham the best place to be educated in the UK”.  Our Academy Trust currently consists of two independent schools, six selective, and five non selective academies. Our recent expansion into a wider diversity of local communities is enabling us to accelerate our strategies for improving the life chances of young people in Birmingham, whatever their background.  The King Edward VI Academy Trust Birmingham (“the Academy Trust”) was established in 2017 and is made up of the academies outlined above. The academies receive back office central support services including governance, from the Foundation Office (a central support services function), with several staff being seconded from the Foundation to deliver support services to the Academy Trust and the academies themselves.  Our highly focused five-year strategy aims to build on our existing strengths and heritage and deliver our ambitious growth strategy which aims to bring in a further five academies over the next five years. | |
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| **How to Apply** | |
| Further details and application forms can be downloaded from the website (<https://www.hwga.org.uk/the-academy/staff/vacancies/>). Applications can only be considered if they are on an Academy Trust application form. Completed application forms to be returned to [recruitment@hwga.org.uk](mailto:recruitment@hwga.org.uk). Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.  Please note an online search will also be carried out as part of due diligence on all short-listed candidates.  This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants. | |
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| *The Schools of King Edward VI in Birmingham is an educational charity supporting eleven schools and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*  *This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.*  *CHARITY NUMBER: 529051* | |