

William Perkin Church of England High School, Oldfield Lane North, Greenford UB6 8PR is seeking to appoint

Exam Invigilators

Hourly rate £11.17

We are looking for exam invigilators / scribes to support our students during exam periods. Key responsibilities include providing invigilation for internal and external examinations, acting as a reader or scribe as required, and supervision of students using word processors. The role includes both invigilation for whole year groups of students and support for individual students requiring reader / scribe, as necessary.

This role has variable hours which will be confirmed and agreed with the Examinations Officer. Most exams are taken in November, December, May and June so availability during these times is essential. For more information please see the Job Description of the Twyford Trust website (link below).

We regularly seek to appoint exam invigilators, so we can arrange a start date to suit the successful candidates. There will be some training to attend beforehand.

For more information please see the **Job Description** on the Twyford Trust website at <http://www.twyfordacademies.org.uk/recruitment/vacancies>

William Perkin CE High School, Greenford

William Perkin Church of England High School opened as a Free School in September 2013 with its first intake of Year 7 students, and now has six year groups (7 - 12) totalling almost 1,000 students in Year 7 – 11 and around 160 students in Year 12. The school is founded on the successful systems and approaches of Twyford CE High School, with the principle difference that it is a distinctively Christian school with open admission criteria. The school is rated 'Outstanding' in all areas by Ofsted (June 2015) and SIAMS (October 2016) and is oversubscribed on first choice applicants. The Twyford Trust's fourth school – Ada Lovelace CE High School – opened in September 2018 and is temporarily based in additional accommodation at the William Perkin site until its own new building opens in September 2020. Ada Lovelace currently has 125 students in Year 7.

How to apply

Further information about the Exam Invigilator position is available from: Mina Vuoto, Executive Assistant / Exams Officer. Please email: MVUOTO@williamperkin.org.uk

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.