

Post:	Examination Invigilator
Location:	Coventry
Salary:	£8.21 per hour during examination periods + holiday pay
Contract type:	Variable
Contract term:	As required
Closing date:	27 th March 2020
Start Date:	ASAP

The WMG Academy for Young Engineers is seeking to appoint enthusiastic and committed invigilators to join our team to ensure that all Academy examinations are delivered and invigilated in accordance with *the 'Instructions for the Conduct of Examinations'*

Preferably with an educational background or an interest in education, the successful candidates will relate positively to all learners, be extremely reliable and flexible with good verbal communication skills, and comfortable addressing large groups of students.

As a small school, the concept of a 'family' environment is very important to us. Our staff are well looked after and genuinely work as a team in an open-office environment. Student-staff relationships are excellent and there are multiple opportunities to work with both an array of business partners (including Jaguar Land Rover, Bosch, Balfour Beatty and National Grid) as well as the University of Warwick. All members of staff are affiliate members of the university and enjoy associated benefits.

Candidates will be employed on a casual basis, with hours and days of work subject to the timings of each exam.

Examinations start at 9.00am and would require invigilators to be in the academy for 8.30am. The afternoon examinations commence at 1.30pm so invigilators need to be in the academy by 1.00pm.

Further information about WMG Academy can be found on our website: www.wmgacademy.org.uk.

We are committed to safeguarding and promoting the welfare of children. This post is subject to enhanced DBS clearance.

To apply for this position, please complete the application form with a supporting statement (section 7 of the application form).

CV's will not be accepted. Completed application forms should be returned to:
Claire Weatherall, HR Department, WMG Academy for Young Engineers, Mitchell Avenue, Coventry, CV4 8DY or c.weatherall@wmgacademy.org.uk

For an informal conversation please contact the WMG Academy on 02476 464661.