

## ADVERT

- JOB TITLE:** Exam Invigilator
- GRADE / SALARY:** Grade 3 (£21,575 - £21,968 pro-rata based on an hourly rate £11.18 per hour for hours worked)
- LOCATION:** Fir Vale School Academy Trust, Owlter Lane, SHEFFIELD S4 8GB.  
Tel 0114 243 9391 email: [mshiels@firvale.com](mailto:mshiels@firvale.com)
- HOURS:** NIL – as and when required

### POST DETAILS:

We are looking to appoint several additional examination invigilators to supplement our existing experienced team in the running of public and internal examinations. The role will involve supervising students during examinations and enforcing examinations regulation, organisation of the examination venue(s) and any associated tasks.

The ideal candidate will be calm under pressure, flexible, have experience of working with children and be able to work as part of a team to enable a smooth examination experience for our students. Experience of examination invigilation would be an advantage but not essential as full training will be provided. The hours are flexible and are agreed in advance.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring Service form in line with Section 115 of the Police Act 1997.

For further information and to obtain an application form, job description and person specification, visit [www.firvale.com](http://www.firvale.com).

**All applicants are required to complete a Fir Vale application form. Please do not use the Sheffield City Council application form. Applications to be submitted to: [mshiels@firvale.com](mailto:mshiels@firvale.com)**

Telephone enquiries can be made to Marie Shiels Business Manager on 0114 2439391.

**The closing date for receipt of applications is Friday 12 May 2023**

**Interviews are to be confirmed after shortlisting.**