



# Park Hall Academy

## Part of the Arden Multi Academy Trust



Park Hall Academy is a fantastic school, embedded in the Castle Bromwich community, with a positive atmosphere and ethos that is unparalleled. As part of the Arden Multi Academy Trust there is the opportunity for exceptional training and the sharing of knowledge and ideas. Situated minutes from Junction 5 of the M6 and Junction 7 of the M42, we are ideally located for easy access too.

## Examination Invigilator

Salary: SCP 3 £11.79 per hour + £1.65 holiday pay accrual

We are seeking a number of seasonal Exam Invigilators to join our school. You will be part of a highly organised team assisting the Examinations Manager with the invigilation of external examinations, ensuring that regulations for the conduct of exams are adhered to.

The work is on a flexible, casual basis throughout the year with the majority of the hours being across May and June.

No experience is required as full training and support is provided.

An ideal candidate will:

- Be reliable, flexible and readily available during main exam periods.
- Have effective communication skills and good interpersonal skills.
- Work well as part of a team.
- Be confident and a reassuring presence to candidates in exam rooms.
- Be able to give instructions and manage situations involving different groups of people.

Should you have any queries about the process, or wish to arrange a visit, please contact Mrs Hayley Smith (Examinations Manager) on 0121 748 0427 or email: [recruitment@parkhall.org](mailto:recruitment@parkhall.org)

If you are interested in applying, our school application form is available on the website. Please send all applications to [recruitment@parkhall.org](mailto:recruitment@parkhall.org) or Park Hall Academy, Water Orton Road, Castle Bromwich, B36 9HF FAO Mrs Hannah Knowles.

*Arden Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Disclosure.*