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**Shirebrook Academy**

***A community of inspiration, excellence and opportunities for all to grow***

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| Post Title | **Examination Invigilator**  |
| Place of Employment | **Shirebrook Academy\***Aston Community Education Trust |
| Hours of Work | **Casual – as and when required** |
| Salary | £11.88 per hour inclusive of accrued holiday pay |
| Appointment | **ASAP** |

The Governors are seeking to extend the register of Examination Invigilators who are responsible for secure supervision and / or support for students in external examinations including reading and scribing. Previous experience would be an advantage but not essential as training will be given.

In May 2017 Shirebrook Academy joined ACET (Aston Community Education Trust) which further strengthens our capacity to improve opportunities for all our students and staff.

If you feel you could contribute to our ‘drive to improve’ we would love to hear from you.

The successful candidate will have:

* The ability to give clear and concise instructions and guidance
* The ability to use initiative and good judgement
* Good literacy and numeracy skills
* The ability to follow guidelines and procedures
* Be able work effectively as part of a team and know how and when to seek support
* Meticulous attention to detail

**Safeguarding**

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants should read our safeguarding Policy and Safer Recruitment Policy, which are available on the ‘policy’ section of our academy websites.

It is an offence to seek employment in regulated activity if you are barred from working with children. This post will involve regular contact with children, and therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are “spent” under the provisions of the Act. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate and does not need to be declared. Guidance on this can be found at https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Successful candidates will be subject to a DBS check at the appropriate level. Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information that would make them unsuitable to work with children. If you have lived or worked outside of the UK, additional information may be required from you to satisfy safer recruitment checks.

Please note that references will be requested for all short-listed candidates. If you DO NOT wish references to be sought prior to interview please indicate this on your application.

**Equality**

ACET is committed to ensuring equality of opportunity throughout the recruitment process. We welcome and encourage applications from people of all backgrounds, and your application will be assessed purely on your ability to do the job.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. Where required, we will make reasonable adjustments to the selection process for an applicant with a disability.

Please note if you have not received a reply within three weeks, your application has been unsuccessful. We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. This post involves working with children and therefore if successful, you will be required to apply for a disclosure and barring services check at an enhanced level. Further information about the Disclosure Scheme can be found at www.homeoffice.gov.uk/dbs

Please note if you have not received a reply within three weeks, your application has been unsuccessful.

**Closing Date: 9:00an Monday 13 February 2023**

**Interview date: Wednesday 15 February 2023**

\*You will be based at Shirebrook Academy but the role may involve working at other academies within the trust.

Application form available from the Academy website [www.shirebrookacademy.org](http://www.shirebrookacademy.org)

OR by e-mail from jstott1@shirebrookacademy.org

**WE DO NOT ACCEPT CV’s YOU MUST COMPLETE THE ACADEMY APPLICATION FORM**