****

**Vacancy**

**Treviglas Academy**

**Part of The Roseland Multi-Academy Trust**

**Bradley Road, Newquay, Cornwall, TR7 3JA**

**Tel: 01637 872076**

**Website:** [**www.treviglas.net**](http://www.treviglas.net)

**Examination Invigilators**

**Casual**

**£9.50 (per hour)**

**Start Date – by negotiation**

The Roseland Multi-Academy Trust currently consists of three secondary and two primary schools. The Trust’s mission is “to provide outstanding education for our communities, where everyone succeeds” and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools.

We are looking to appoint Exam Invigilators to support internal and external examinations for students, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to and training is available to support, if required. You will be required to check examination rooms, the identity of candidates and ensure that all reasonable steps are taken to ensure that students are provided with the necessary material to enable them to complete the examination. The individuals will need to supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.

Our students are wonderful and they work hard in a calm learning environment. You will join a cohesive team of invigilators who work closely together to make sure that our meticulous and carefully planned routines are followed which support students to achieve their best in the examinations.

**What you’ll need to succeed:**

* Ability to cooperate and collaborate with staff.
* Meticulous attention to detail.
* Ability to follow written procedures.
* High level of security/confidentiality awareness.
* Flexibility over working hours and highly reliable.

**What you’ll get in return**

* Hard-working and ambitious students.
* A genuine family atmosphere.
* A school where every student is known and valued.
* Friendly staff with high expectations and standards.
* Supportive atmosphere for everyone.

Further details for this post are available from Mrs Rebecca Henwood [recruitment@treviglas.cornwall.sch.uk](mailto:recruitment@treviglas.cornwall.sch.uk)

Please note a completed application form needs to be submitted (CVs are not an accepted form of application).

**Closing date for applications:** remaining open

Safeguarding Statement:

The Treviglas Academy, part of The Roseland Multi Academy Trust, is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.