

EXAMINATION INVIGILATORS

Medina College, Fairlee Road, Newport, Isle of Wight, PO30 2DX

Tel: 01983 526523 Email: info@medina.iow.sch.uk Web: www.medina.iow.sch.uk

Carisbrooke College, Mountbatten Drive, Newport, Isle of Wight. PO30 5QU

Tel: 01983 524651 Email: info@carisbrooke.iow.sch.uk Web: www.carisbrooke.iow.sch.uk

Island Innovation VI Form, Upper St James Street, Newport, Isle of Wight, PO30 1LJ

Tel: 01983 522886 Email: Info@iiviformcampus.org.uk Web: www.iiviformcampus.org.uk

Executive Headteacher: Mr Matthew Parr-Burman

Salary: Scale 1C, Point 8

Hours: Casual

The Island Innovation Trust was established to harness the very best education practice within two large secondary schools and a large A Level sixth-form centre of over 400 students, to create a culture of continual improvement with increasingly successful outcomes for young people across the Island.

The Governing Body of Carisbrooke College and Medina College are now seeking to appoint Examination Invigilators to support the effective and efficient invigilation of all internal and external examinations.

Duties will include:

- To support the coordination of the efficient preparation of and organisation for external and internal examinations according to the regulations issued by the awarding bodies and in accordance with school procedures.
- To support the effective resourcing including equipment and stationery as and when required.
- To be responsible for ensuring that external examinations are conducted according to the regulations issued by the awarding bodies.
- To assist the examinations officer and/or Senior Invigilator with the arrival, organisation, collation, distribution, return and despatch of examination papers including registering and reporting.
- To supervise, monitor, respond and manage the behaviour of students sitting external and internal examinations, reporting back to the Examinations Officer and/or Senior Invigilator using the schools referral procedures as appropriate.
- To participate in relevant training and the school's performance management programme as and when required.
- To support the arrangements made for students with special education needs.

You should have GCSEs in English and Mathematics or equivalent, experience of working in an educational environment, good interpersonal skills, be able to work on your own initiative and have a high level of accuracy and attention to detail. A friendly, customer focussed disposition is essential, as is the requirement to professionally co-ordinate and organise work whilst under pressure.

These posts are based at Carisbrooke College or Medina College and VI Form Campus. Although, the Federation comprises Carisbrooke College, Medina College and our joint VI Form Campus and candidates should, therefore, be prepared to work across the three sites as necessary.

The Colleges are fast-paced, fun and caring environments in which to work and there are excellent opportunities for personal and professional growth and development. If you feel you have what it takes to be part of our dynamic team, we would be delighted to hear from you.

For further information and an application pack, please visit our website at www.iif.org.uk or email HR@iif.org.uk. Completed applications should be submitted to HR@iif.org.uk. Please note that we cannot accept applications which are not submitted on the official application forms and we do not accept CVs under any circumstances.

The Governing Body for Carisbrooke College and Medina College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The Governing Body for Carisbrooke College and Medina College is an equal opportunities employer and welcomes applications from all sections of the community.

Please note that the Governing Body of an Aided or a Foundation School is the employer

Closing date: 12 Noon; Thursday 17th January 2019

Interviews: W/C Monday 28th January 2019 TBC