



NOTTINGHAM UNIVERSITY  
SAMWORTH ACADEMY

## Exam Invigilators vacancies

NUSA Trust wish to appoint a pool of Exam Invigilators to ensure the fair and proper conduct of examinations in an environment that enables candidates to perform at their best.

Successful applicants will be employed on a casual basis and be paid £10 per hour. You will be required to work during the examination periods in January and May/June 2015 but may be needed at other times of the year.

### Duties and responsibilities

- Setting up exam venues
- Implementing exam procedures
- Assisting and supervising candidates during exams

### Skills and experience

- Previous experience desirable but not essential as full training will be given
- Candidates must be very reliable and punctual
- Pro-active and fast thinking
- Strong communication skills

**How to apply:** Please complete the application form for exam invigilators that is on our website and return addressed to Cate Holmes, HR Officer either via email [C.Holmes@nusa.org.uk](mailto:C.Holmes@nusa.org.uk) or post to NUSA, Bramhall Road, Bilborough, Nottingham NG8 4HY.

**Closing date: Monday 5 January 2015.**

The Nottingham University Samworth Academy is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All staff will be required to undergo an enhanced Disclosure and Barring Service search in line with DfE requirements.