

# Examination Invigilator



KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM

## Vacancy Details

Salary:	£11.54 p/h
Hours:	Casual
Location:	King Edward VI Handsworth School for Girls
Closing date:	3 March 2023
Interview date:	w/c 6 March 2023

## About the Academy Trust

The King Edward VI Foundation, Birmingham, is a progressive charitable organisation which has supported excellence in education across the City since 1552. Our schools are diverse in nature but have a common purpose and commitment to achieving our mission of “making Birmingham the best place to be educated in the UK”.

Our Academy Trust currently consists of two independent schools, six selective, and five non selective academies. Our recent expansion into a wider diversity of local communities is enabling us to accelerate our strategies for improving the life chances of young people in Birmingham, whatever their background.

The King Edward VI Academy Trust Birmingham (“the Academy Trust”) was established in 2017 and is made up of the academies outlined above. The academies receive back office central support services including governance, from the Foundation Office (a central support services function), with several staff being seconded from the Foundation to deliver support services to the Academy Trust and the academies themselves.

Our highly focused five-year strategy aims to build on our existing strengths and heritage and deliver our ambitious growth strategy which aims to bring in a further five academies over the next five years.

An exciting opportunity has arisen to join our forward looking, ambitious and happy school as an exam invigilator to join our existing team and assist with the running of internal and public examinations within the school. The main external examination period is April-June with supplementary internal assessment periods throughout the academic year.

Successful applicants will be able to work flexible daytime hours, be well organised, punctual and reliable, have excellent attention to detail, possess good communication skills and be able to follow and enforce strict regulations. The ideal candidates will have a friendly, approachable and professional manner when working with pupils. Previous experience of working in a school is desirable but not essential.

Please download the job description, information for applicants and person specification from our website. Visits are welcomed and can be arranged by contacting the Head’s PA.

Applications can be made by sending a completed application form, covering letter including the names and addresses of two referees, to the Headmistress, Mrs A Whittall. Further details are contained in the information for applicant's document.

If our vision, ethos and ambition match your own philosophy, please download the job description, information for applicants and person specification from our website to find out more about the role and the school and how you can fit with our vision and values. Visits are welcomed and encouraged and can be arranged by contacting the Head’s PA, Mrs S Harvey.

In order to submit an application, please complete the Academy Trust application form including the names and addresses of two referees, to the Headmistress, Mrs A Whittall. CVs will not be accepted.

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Please also use the statement section of the application form to explain the ways in which your experience to date has helped to prepare you for this role and how you would seek to contribute through this role to our vision and ambition.

## How to Apply

A full job description and an application pack for this post, can be found at:

<https://kingedwardvi.bham.sch.uk/vacancies/>

or can be obtained from:

King Edward VI Handsworth School for Girls

Rose Hill Road

Handsworth

Birmingham

B21 9AR

Tel: 0121 554 2342

Email: [vacancy@kingedwardvi.bham.sch.uk](mailto:vacancy@kingedwardvi.bham.sch.uk)

*The Schools of King Edward VI in Birmingham is an educational charity supporting eleven schools and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.*

*CHARITY NUMBER: 529051*