



Magna Academy Poole

an Aspirations Academy

Post: Exam Invigilator (Ref MAG147)

At Magna Academy we have a dedicated team who work together effectively to enable us to realise our vision of preparing our students for success. Our academy is a vibrant and exciting place to work and was graded as outstanding in all areas by Ofsted in December 2018. We are proud that our student outcomes and progress are very strong across the academy.

The successful candidate:

We are recruiting to enable us to increase our team of Exam Invigilators to supervise students for the public exams and internal assessments.

Ideally this role is for someone who is looking for occasional work and is reliable, flexible and punctual, with good communication and organisational skills, and able to work as part of a team.

This is an ad-hoc role – with most of the work taking place during May and June for public examinations but there are also dates requiring invigilators during November, January and March. A timetable of sessions agreed, based on invigilator's availability, are given prior to each season. Occasionally requests are made to invigilate at short notice.

Morning sessions commence at 8.15am

Afternoon sessions commence at 12.45pm

Finishing times are always approximate depending on the finish time of the exam/s on that day.

Invigilators are paid for the number of invigilation hours worked. Currently £11.76 per hour.

Next steps:

Closing: 9am Monday 10th February

Interviews: From 14th February 2023

Full training is provided

How to Apply:

Please complete an application form and return to zchallis@magna-aspirations.org.

Learn more about Magna Academy at: www.magna-aspirations.org

Magna Academy is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS check before taking up the post.