

Examinations Invigilator – BC Curriculum

Al Khor International School is one of the largest international schools in the Middle East with over 4,000 students. We are owned by Qatargas, the world largest producers of liquefied natural gas. The school has exceptional facilities and is located in Al Khor Community, 40 minutes north of Qatar's capital city Doha.

The role:

- Maintain the security and integrity of examinations.
- Conduct examinations in accordance with exam board regulations.
- Attend the mandatory invigilation training and pass training evaluation/test.
- Assist and supervise students during exams.
- Keep disruption in exam rooms to a minimum.
- Distribute correct exam materials to candidates.
- Accept and respond to authority and supervision.
- Carry out administrative tasks such as completing the attendance register, collecting exam papers in order and recording incidents correctly.

The ideal candidate will:

- possess a high school diploma or A Level equivalent qualifications (at the least)
- have experience working with children aged 13-18 years' old
- have excellent English communication skills (reading, writing, speaking and comprehension)
- have good numeracy skills
- have good organisational skills
- have good basic IT skills
- be prompt, reliable and readily available during exam periods
- be organised, confident and have a reassuring presence to students

Experience of invigilation is ideal but not required, as training will be provided. Hours and days will vary but we are seeking adults who can offer between three to seven hours per day and are available from 06:30 until 18:30, up to five days per week. The main examination season is from March to June. However, there will be other examinations requiring invigilators at other times during the academic year.

This is for a temporary contract only. There will be no guaranteed minimum hours of work due to the nature of the role.

If you are successful, as part of the pre-employment checks you will be required to produce copies of your qualifications and a police clearance certificate.

This is a great opportunity to join an international school that is building on its already successful results and reputation, and is committed to becoming an outstanding school and centre of excellence in the region.

Al Khor International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointments are made subject to appropriate vetting procedures, including references and police checks.

How to Apply

To apply please send the following to recruitment@akis.sch.qa:

Ref Code: A&SA – Exams Invigilator

Please make sure to quote the vacancy reference code “A&SA – Exams Invigilator” in your email subject.

- Completed AKIS application form
- CV
- Details of at least three referees, including their names, positions, current email addresses and phone number. One of your referees must be from your present or latest employer.

To view all our current vacancies, please visit our website: www.akis.sch.qa

*The deadline for receipt of applications is **05 December 2019**.*

Only shortlisted candidates will be contacted.