

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

- Getting the exam room ready.
- Assisting students during exams.
- Supervising students during exams.
- Accepting and responding to authority and supervision.
- Clearing away exam materials and equipment after each exam.
- Carrying out administrative tasks such as completing the attendance register, collecting exam papers in order and recording incidents.
- Maintain the integrity of the examinations.

The successful candidate will possess:

- a high school diploma or A Level equivalent qualifications
- experience of working with children aged 13-18 years old
- excellent English language reading, writing and comprehension skills
- good numeracy skills
- good organisational skills
- flexible schedule
- prompt and reliable

No experience is needed as full training will be given. Hours and days will vary according to need, but we are seeking adults who can offer between two to seven hours per day and are available from 7:00 and/or until 18:00, 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 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:

- 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 school or employer

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

*The deadline for receipt of applications is **13 March 2019**.*

Only shortlisted candidates will be contacted.