

academia was founded in 2005 as a regional language school for companies and individuals. Fourteen years later, academia presents itself as one of the largest providers of educational services in Switzerland - with currently more than 1,000 employees at over 40 locations. Today academia is divided into the divisions academia language school, academia International School, academia learning, academia matura, academia Integration and the crèche small foot. academia International School is an international day school in Basel and Zurich and ranges from kindergarten to university entrance qualification.

We are currently seeking to recruit **Exam Invigilators**

Start date: May 2020 (dates to be defined)

Location: Basel

Hourly salary: CHF 25.- inside Exam room and CHF 20.- on the corridor

Typical working hours will vary between 1 - 6 hours per day - morning or/and afternoon shifts, flexibility is crucial to the effective invigilation of exams.

As an exam Invigilator you will be supervising IGCSE and A 'level exams to ensure children participating are catered for and ensure that the student and school meet the JCQ regulation.

Successful applicants will need to be vigilante and ensure that:

- The correct exam procedures are followed
- The exam room is set up and collect equipment/exam papers etc. at the end of the exam
- Students are not talking or conferring
- Students are not cheating
- Students have enough paper and stationery
- Assistant students if need to leave the exam due to illness
- You will have the responsibility in starting and finishing the exams
- Collect and distribute the exam papers.

Profile:

- Effective oral/written communication skills
- Accuracy and attention to detail
- Confident using technology (CD player, word processor)
- Flexible approach to work and working hours
- A positive and polite attitude
- Ability to relate to students and academic staff
- Confident dealing with large groups of students
- Ability to work under pressure and to work well in a team
- Ability to follow rules in a methodical manner
- Calm demeanour
- Willing to act as a Reader or Prompt to candidates when required

Full FREE training will be provided.

We look forward to receiving your complete online application. Please send your application to Ms Josy Lichtsteiner, Exam Director (personal@academia-group.ch).