



مدرسة الخور الدولية
AL KHOR INTERNATIONAL SCHOOL



Examination 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 RasGas and Qatargas, the world's two 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.

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.

To apply, please send your CV to recruitment@akis.sch.qa.

The deadline for receipt of applications for this position is **4 March 2017**.