



Dear Applicant

Post of Examination Invigilator

Salary £11.00 per hour (casual as and when required - term time only)

Thank you for your interest in the above post. We are looking for an Exam Invigilator to join our existing team in supporting the Examinations Officer with running of internal and external exams. This is a seasonal post with external exams taking place mainly in May and June. However, there will be opportunities to work throughout the academic year to support additional exams, such as mock GCSEs, re-sits and internal assessments. Working under the direction of the Examinations Officer, you will play a key role in the smooth running of the examination process, in addition to ensuring correct exam procedures are being followed. If you are reliable and flexible with effective communication skills and good interpersonal skills, then we would like to hear from you.

The information provided on our website will be helpful in the construction of your application. The application form should be completed in full. In the section 'how do you meet the selection criteria' please link your skills, knowledge, experience and personal qualities to the requirements of the post, as described in the job description and person specification. We want you to tell us why you are the right person for the job.

The post is casual as and when required during examination windows, term time only. Prior experience is useful, however not essential as full training in the role and duties of an invigilator will be provided. We offer excellent support and CPD.

The school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment. This post may involve sensitive child protection issues. Candidates invited for interview must be able to demonstrate a deep understanding of these matters. The successful candidate will be subject to an enhanced DBS check.

Once you have completed your application form, please return it via email where possible to our Exams Officer – Mrs Newman-Smith at exams@fairfieldhighschool.co.uk. In line with safer recruitment guidance, references will be taken up on receipt of your application. Interview date to be confirmed. If you do not hear from us within 14 days of submission, please assume that your application has been unsuccessful.

Fairfield is a great place to work. We are an outstanding school with high standards and expectations. However, we acknowledge that there is always room for improvement. If you wish to work in such an environment, please give us your serious consideration.

If you require any further information, or an informal discussion about the post, please do not hesitate to contact Mrs Newman-Smith at exams@fairfieldhighschool.co.uk

We look forward to receiving your application and thank you in advance for the interest you have shown.

Yours sincerely

Mrs S Bateman
Headteacher