

April 2019

Ref: GWI/SMO/SAH/EI

Dear Parent/Carer,

Recruitment of Examination Invigilators

We are currently in the process of recruiting a team of invigilators to work throughout the academic year but predominantly during the summer term to invigilate our GCSE, BTEC and A Level examinations.

Invigilators play a key part in the supervision of all examinations. They should enjoy working as part of a team and be interested in working in a school environment and in supporting our students at this stressful time in their school career. The position is ideally suited to responsible, punctual, calm, organised and approachable individuals. Our Academy requires invigilators to wear business dress to promote a formal atmosphere within the examination room.

Invigilators will be employed on a casual basis at a rate of £8.21 per hour. The hours worked will be on demand basis during the academic year, but we would expect invigilators to be available between the hours of 8.30am and 4.00pm. The summer examination season runs from Monday, 13 May until Friday, 5 July 2019. Full training will be provided for successful applicants.

If you are interested in such a role within our Academy, then please read the job description posted in our Academy website at <https://jewelleryquarter.academy/>.

Yours sincerely



Mr G Williams
Headteacher