



Sackville School

Headteacher: Mr Julian Grant

www.sackville.w-sussex.sch.uk



Invigilators Required

We are seeking to recruit new invigilators, term time, for exam periods only. We presently have a group of dedicated invigilators, and are looking for individuals to expand the team, who can promote a supportive atmosphere for our students so that they achieve their best.

A good command of written and spoken English is essential for this role together with an ability to communicate confidently with both staff and students.

This role will suit applicants looking for flexible working hours both in school and after school hours with emphasis on **being available for at least 5 morning or afternoon sessions per week** during the busy examination season (May and June 2022) as well as several other times throughout the academic year for pre-public (mock) examinations.

Applications are invited from candidates who have:

- The ability to work well in a team as well as having the initiative to work alone
- The ability to respond quickly and implement necessary action in unexpected/emergency situations

Invigilation will be on an ad-hoc basis. Hours of employment will vary greatly throughout examination periods. Exact dates and times will be agreed prior to each examination session and will be dependent on the work available and the availability of the applicant.

£10.37 per hour (inclusive of holiday pay)

Further details are available from Julie Beswick
01342 410140

Please address your letter of application together with the application form and safer recruiting sheet (available on website) to Julian Grant, Headteacher and send to Mrs K Rowlingson, PA to the Headteacher at krowlingson@sackvilleschool.org.uk

Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service

