



September 2023

Dear Family

Recruitment of Examination Invigilators

We are currently in the process of recruiting a team of Exam Invigilators to work throughout the academic year but predominantly during the summer term to invigilate our GCSE and Vocational 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 £11.81 per hour. The hours worked will be at an on-demand basis during the academic year, but we would expect invigilators to be available between the hours of 8.00am and 4.30pm. The summer examination season runs from 9th May until 26th June 2024. Full training will be provided and must be undertaken before successful applicants are able to invigilate examinations.

Please note that if your child is taking exams, you will not be able to invigilate those specific session/subjects.

If you are interested in such a role within our Academy, please follow this link <https://careers.shirelandcat.net/job/461624> to apply for the vacancy by 13th October 2023.

Yours sincerely

Mrs R McQueen
Exams Officer

Mr G Faux
Principal