

Gartree High School

Ridgeway, Oadby, Leicester, LE2 5TQ



October 2021

Dear Applicant,

Re: POST OF EXAMS INVIGILATOR

Pay £9.81 per hour on a casual basis during exam periods.

Thank you for the interest you have shown in the above post.

We are looking for enthusiastic and committed Exam Invigilators to uphold the integrity of the examinations and assessment process and ensure all exams are conducted to a high standard at our popular, high achieving and consistently oversubscribed school.

The role involves ensuring all correct exam procedures are followed, including setting up the exam rooms, distributing and collecting the examination papers and the monitoring of students during the examinations. The main exam periods will be the mock exams towards the end of the autumn term and the external exams in the summer term, but you may be called upon occasionally at other times of the year. Training will be provided.

If you are interested in applying for this post, then we look forward to receiving your completed application form and letter of application. Your letter of application should be no longer than 1 side of A4. In it we would like you to tell us a little about why you would like this job and outline your experience to date. Please send these to admin@gartree.leics.sch.uk.

Yours sincerely,

Sonia Singleton
Headteacher

Headteacher: Ms Sonia Singleton
Deputy Headteacher: Mr Ben Rackley
Assistant Headteachers: Mr David Allard, Mr Dean Baines, Mr Ed Wilson
Telephone: (0116) 2717421 Fax (0116) 2720148
Email: admin@gartree.leics.sch.uk Website: www.gartree.leics.sch.uk