

Aylsham High School (part of Aylsham Learning Federation)
Sir Williams Lane
Aylsham
Norwich
NR11 6AN
Executive Headteacher: Mr Duncan Spalding
Telephone: 01263 733270
Email: abarker@aylshamhigh.norfolk.sch.uk



Examination Invigilators

GR ref: 4016

Scale B, point 3 £ £11.79 per hour

We are looking for appoint enthusiastic and flexible individuals to join our team of examination invigilators.

The main role of this post is to be present in the examination hall supervising candidates whilst adhering to strict examination board codes of conduct and to support candidates entitled to one-to-one support during examinations. You may also be required to travel locally to supervise students who are completing their examinations at home. This post requires a high level of literacy, good communication skills and patience as this can be a very stressful time for our students. Full training will be provided.

If you would like to join our team in a genuinely warm and friendly school then we would love to hear from you. If you would like an initial informal chat with our Examinations Manager before making an application, this can be arranged by telephoning Miss Kristin Sandell, HR Officer, on 01263 733270 ext 221. Further details and an application form are available on the school website www.aylshamhigh.com. Completed applications should be emailed to ksandell@aylshamhigh.norfolk.sch.uk or posted to Miss K Sandell, Aylsham High School, Sir Williams Lane, Aylsham, NR11 6AN.

Early applications are welcomed and will be reviewed upon receipt. We reserve the right to close this advertisement without prior notice once our current vacant posts are filled.

Aylsham Learning Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. [Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.](#)

References will be requested for all shortlisted applicants.