

# Stalham High School

Brumstead Road, Stalham, Norfolk, NR12 9DG

Executive Headteacher Dr. A. Richardson  
Head of School Mr. M. Budgett

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## Job Description

<b>Job Title</b>	Examinations Invigilator
<b>Responsible to</b>	Data Manager & Examinations Officer
<b>Hourly pay</b>	£8.85
<b>Hours of work</b>	By negotiation during the school examinations periods. Main period of external examinations take place in May and June.

Stalham High School is a small rural school located approximately 15 miles from Norwich. You would be joining the school at an exciting time; over the last year improvement has been considerable and the school is making good progress towards achieving its goal of being sustainably effective. On 1<sup>st</sup> January 2015, Stalham High School joined the North Norfolk Academy Trust as an academy. NNAT consists of Stalham High School, Sheringham High School and Antingham and Southrepps and Gresham Village Primary Schools and we are excited about the close relationship all three schools are developing and the benefits that will entail.

We are seeking to recruit new Exam Invigilators to work with the existing team in the running of all internal and public examinations at the school, including public exams. The post would be ideally suited to applicants who feel a sense of responsibility for today's young people and who are able to work flexible daytime hours. Full training will be provided and working hours will be negotiated for each exam period. The role may include scribing or reading for students who have qualified for access arrangements because of special educational needs and disabilities. Training will be provided.

An ideal candidate will:-

- be flexible
- be punctual for duty
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

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

### How to apply

An application form is available on the school website. Alternatively, contact Miss Emma James (PA to the Head of School) on 01692 580150 or email [ejames@stalhamhigh.co.uk](mailto:ejames@stalhamhigh.co.uk). Visits from prospective applicants are welcomed.

This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

**Closing date: Friday 2<sup>nd</sup> March**

**Interviews: w/c Monday 12<sup>th</sup> March 2018**



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*The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. We welcome applications regardless of age, disability, gender, ethnicity, sexual orientation, religion or belief. Only applications submitted on the school's application form will be considered*

*Your principal place of work will be Stalham High School but you may be required to work at other sites across the Trust. Throughout your employment with the North Norfolk Academy Trust, you must ensure that you are able to make the necessary travel arrangements in order for you to fulfil the requirements of your post and you must also ensure that your motor insurance provides you with cover for business use. Stalham High School is committed to the protection and safety of its students.*