

Dear Candidate

November 2016

Exam Invigilators Grade: Band 3 Point 14 - £8.41 per hour

Thank you for your interest in the Exam Invigilator posts currently available at Queen Elizabeth High School. This is casual employment, term time only, to meet the needs of the school's annual examination timetable. The role will cover the exam schedule from Mid-May 2017 to the end of June and it is essential that you are available for work during this time period.

In addition, there will be training day for all invigilators held all day on the 4th April 2017 and it is critical that you are able to attend this course otherwise you will not be able to commence the invigilator role with the school. On the 4th April you will be asked to outline your availability for the May/June period and receive detailed training on the policies and procedures involved in the invigilation process.

Please find enclosed:

- job description and person specification
- an application form + Criminal Records Declaration Form
- guidance notes for applicants and Northumberland County Council's Equality in Employment Policy
- Child Protection Policy
- Keeping Children Safe in Education – DfE summary

If you wish to apply for this post, you should return the following two documents –

1. Application Form - please complete all parts of the application form as fully as possible.

2. Criminal Records Declaration Form - This form explains that a satisfactory Enhanced Certificate of Disclosure of Criminal Convictions is an essential requirement for this post. You must complete either Box A or Box B. If you need to complete Box B you must disclose all unspent convictions, cautions, reprimands and warnings. Please note that any convictions, cautions, reprimands or and warnings in relation to sexual offending, violent offending and/or safeguarding cannot be considered to be "spent" and therefore should be disclosed.

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the Criminal Records Declaration Form before interview (and, in the case of the successful candidate, failure to subsequently obtain a satisfactory Enhanced Certificate of Disclosure from the Disclosure and Barring Service) will unfortunately disqualify you from further consideration for this post.

Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the Criminal Records Code of Practice for Staff and Volunteers.

All applicants are required to complete Box C. This information is necessary to facilitate the appointment process if you are successful in your application for this post.

In addition, as part of this process we are also looking for candidates that would like to take on the lead invigilator role which would require some experience of working with students and young people.

The closing date for applications is 3.00pm on January 20th 2017.

Applications can be returned by email to rstokes@gehs.net or by post to Mrs R Stokes, HR Assistant, Queen Elizabeth High School, Whetstone Bridge Road, Hexham, NE46 3JB.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rachael Stokes', with a stylized, cursive script.

Rachael Stokes
HR Assistant