**Laurence Jackson School**

**Guisborough**

**EXAM INVIGILATORS**

**Hourly claiming (casual) basis**

Grade B scale point 2, £10.17 per hour

Laurence Jackson School is seeking to appoint a team of invigilators for examinations throughout the school year, particularly in May and June.

Duties include supervising students taking examinations, preparing exam rooms and distributing and collecting exam papers.

The ideal applicant will be highly organised, vigilant and reliable, have excellent attention to detail and have the ability to remain calm under pressure.

We are particularly interested in applicants who are available any day of the week (Monday – Friday) and have the flexibility to be called in at short notice.

Full training will be given.

The application form and further details can be found on the school’s website. Applications should be sent to Mrs D Anderson, PA to the Headteacher, Laurence Jackson School, Church Lane, Guisborough, North Yorkshire, TS14 6RD, 01287-636361 or andersond@laurencejackson.org.

**Closing date for applications is 12 noon on Friday 11th June 2021. Interviews will be held week commencing Monday 28th June.**

Laurence Jackson School is committed to safeguarding and promoting the welfare of children/young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an enhanced DBS disclosure will be sought along with other relevant employment checks.