

**Sir Frederic Osborn School
Herns Lane
Welwyn Garden City
Hertfordshire AL7 2AF
Tel: 01707 351350**

Examinations Invigilator

£10.00 per hour

We are looking to recruit Examinations Invigilators to join our existing team and work with us during our school's internal and external exam periods. Candidates must be confident in dealing with young people and able to remain calm under pressure. We require responsible and reliable people with excellent communication and organisational skills to work for either whole or part day sessions, some of which may finish after 3.30pm. You will be responsible for ensuring the examinations held in the school are run in accordance with strict regulations.

Applicants are required to be physically fit, flexible in working hours and committed to supporting students at a stressful time. No prior experience is necessary as full training will be given.

Employment will be on a casual basis throughout the year with the majority of work being offered in December, January, April, May and June of each year.

We are totally committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments will be subject to a satisfactory enhanced DBS check, medical clearance and satisfactory references.

An application form is available on our website, www.sfosborn.herts.sch.uk. Applications must include a cover letter, no more than two sides of A4. If you have any queries, please contact the Headteacher's PA on extension 303.

**Closing date: 9.00am Thursday 18 January 2018
Interview date: Thursday 25 January 2018**