



Sir Frederic Osborn School

Achieving Success Together

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Headteacher: Mr J C Whelan BA, NPQH

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December 2017

Dear Applicant

Vacancy for an Examinations Invigilator

Thank you for the interest you have shown in this role. It is a casual role with the majority of work being offered in December, January, April, May and June of each year. The rate of pay is £10.00 per hour.

If you are a parent/carer of a student in Years 10, 11, 12 or 13, the school's policy is that you cannot invigilate in an examination if your child is sitting that examination. This is to avoid any conflict of interest. The consequence of this is that there will be very little work that can be offered to you.

Sir Frederic Osborn School is an inclusive, comprehensive community school committed to becoming an outstanding school. We believe that all our students irrespective of ability, social, cultural or religious background are entitled to the very best education through high quality teaching so that they can fulfil their potential academically, personally and socially.

We are committed to safeguarding the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for the successful applicant.

The closing date for receipt of applications is as advertised, Thursday 18 January 2018. All applications must be with Helen Smith by 9.00am on that date. Applications by email to helen.smith@sfosborn.herts.sch.uk are welcome. Interviews will be held on Thursday 25 January 2018.

I look forward to receiving your application and thank you for your interest in this post. If you have any questions regarding this role, you can contact me on the number below.

Yours sincerely

Mrs Eileen Kelly
Examinations Officer
01707 351350 ext 310

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