****

**EXAM INVIGILATOR**

Casual

Grade 2 - £9.60 - £9.79 per hour

We require exam invigilators to join our existing team at Stafford Manor High School.

**About You**

Successful candidates will work under the direction and instruction of the Senior Exam Invigilator to provide specific support to the school in the monitoring of external and internal examinations. You may have experience of the exam process and invigilation, will be able to demonstrate supervisory experience and working as part of a team, plus experience of working with young people. Invigilators may be required to work as a member of a team invigilating an exam with a large number of candidates, or to be a sole invigilator. Invigilators will not be required to have sole charge of an exam until they have gained some practical experience.

The majority of the work will be in May and June but there will be a requirement for invigilation at other times, mainly in November, February and March.

**Key Requirements**

Able to work independently and as part of a team

Good communication skills

Reliable, flexible and organised

Able to stand/walk around for long period of time

**About Us**

Stafford Manor High School is an 11-18 school rooted in the community where the pupils are at the heart of everything we do. We enjoy the benefits of being a small but growing school with talented students; staff have energy, passion and determination and are all committed to the wider life of the school.

We want our students to become outstanding individuals and examination success over the last few years show some of the best results in a generation. Ofsted inspected us in January 2018 so please take the time to read our report as it provides a current and accurate picture of our amazing school.

If you would like to join a school that makes a difference then Stafford Manor High School is for you. We have high expectations but also a ‘common sense’ approach to workload. We are proud to offer staff ‘bespoke professional learning programmes’ and leaders commit to creating a truly supportive environment where ‘staff morale is high’. The future at Stafford Manor High School is exciting for staff and students alike. This is a fantastic opportunity to join us on our journey to excellence.

For more information, or to submit completed application forms, please contact Mrs Marshall, Office Manager on 01785 258383 or [s.marshall@smhs.staffs.sch.uk](mailto:s.marshall@smhs.staffs.sch.uk).

*This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting* [*www.crb.gov.uk*](http://www.crb.gov.uk)*.*

**Applications accepted at your earliest convenience.**