

Casual Exam Invigilators

Grade 2 - £11.79 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 here are exceptional and have outstanding subject knowledge, energy, passion and determination and are all committed to the wider life of the school.

We want our students to become outstanding individuals and to be able to contribute effectively in a globalised society. Ofsted inspected us in May 2023 so please take the time to read our report as it provides an 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 and support each other to ensure that 'every child reaches their full potential'. We are proud to offer staff 'bespoke professional learning programmes' and leaders commit to creating a truly supportive environment where 'staff morale is a 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.

Visits to Stafford Manor High School are encouraged to support your application. Completed application forms and accompanying letters (no more than 2 sides of A4), must be submitted to Mrs Marshall (Office Manager) at s.marshall@smhs.staffs.sch.uk. Further information about the post and school can be obtained on our website or by contacting 01785 258383.

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 a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose all criminal convictions. Further details regarding this check are available by visiting www.gov.uk/dbs

Closing date: Monday 8 April 2024 at 10.00 a.m.