

# Gartree High School

Ridgeway, Oadby, Leicester, LE2 5TQ



October 2018

Dear Applicant,

**Re: POST OF EXAMS INVIGILATOR**

Pay £9.01 per hour on a casual basis during exam periods.

Thank you for the interest you have shown in the above post.

We are looking for enthusiastic and committed Exam Invigilators to uphold the integrity of the examinations and assessment process and ensure all internal/external? exams are conducted to a high standard at our popular, high achieving and consistently oversubscribed school.

The role involves ensuring correct exam procedures are followed, distribution and collection of examination papers, and monitoring students during the examination periods.

If you are interested in applying for this post, then we look forward to receiving your completed application form and letter of application. Your letter of application should be no longer than 1 side of A4. In it we would like you to tell us a little about why you would like this job and outline your experience to date.

The closing date for applications is **12 noon on Friday 26<sup>th</sup> October 2018** If you have not heard from us by 31<sup>st</sup> October you should assume that, on this occasion, you have been unsuccessful.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Singleton'.

Sonia Singleton  
Headteacher

Headteacher: Ms Sonia Singleton  
Deputy Headteachers: Mr Paul Bannister, Mr Ben Rackley  
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