



Name of school: ST LAURENCE SCHOOL
Position: EXAM INVIGILATORS

Job title	EXAM INVIGILATOR
Full school address	St Laurence School Ashley Road Bradford on Avon BA15 1DZ
School telephone number	01225 309500
School email address	admin@st-laurence.com
Number on roll	1424
Salary	NJC Grade B1 (£9.25 per hour)
Hours	Hours and days will vary according to need, but availability between 08.00am/08.30am – 3.30pm up to 5 days per week in May and June is desirable
Commencement date	ASAP after appointment
Interview date	TBC
Other important information	For further details, please phone Jenny Brown or Carole Jones on (01225) 309529 or email exams@st-laurence.com

We are seeking to appoint flexible, reliable people to join our invigilation team. No experience is needed as full training will be given but experience in working with young people would be an advantage. The main examination season is in May and June. However, we also require invigilator assistance for short periods throughout the year during mock examinations – including November, January and March. This role is for a casual contract. We aim to give everyone in the pool the opportunity to gain practical experience and to develop their skills and knowledge in the role. However, there will be no guaranteed minimum hours of work due to the nature of the role.

To apply please complete an application form and send it with a covering letter to Mrs Jenny Brown, Assistant Examination Officer (or email to exams@st-laurence.com).

St Laurence School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure And Barring Service check before appointment is confirmed.