



Wakefield Grammar School Foundation

Wakefield Girls' High School, Senior School (GSA Day School, 625 Girls 11 – 18 years)

Exam Invigilators (Supply)

Wakefield Girls' High School is looking to appoint a number of Exam Invigilators to join our invigilation team from January 2020.

Our team of Exam Invigilators oversee examinations throughout the year and play a key role in upholding the integrity of the examination/assessment process.

The successful applicants will be expected to conduct examinations in accordance with the Joint Council for Qualifications, awarding bodies and Wakefield Girls' High School instructions. Previous experience is not required as full training will be provided, however, applicants should be flexible, have clear and effective communication skills and be a confident and reassuring presence to candidates in exam rooms.

This role allows you to work flexibly on a supply (as and when) basis. There are no fixed or regular hours of work. The provisional dates for our exams this academic year are:

- Year 11 Mocks – 7th January 2020 to 22nd January 2020
- Year 13 Mocks – 24th February 2020 to 6th March 2020
- Summer Exams – 11th May 2020 to 24th June 2020
(with May half term 25th to 29th)

As part of our commitment to safeguarding and promoting the welfare of children, the successful candidate will be required to undertake an Enhanced Disclosure and Barring Check.

Further details and an application form can be obtained from our website www.wgsf.org.uk or from Mrs Jayne Hitch, Examinations Officer & Assistant Data Officer, Wakefield Girls' High School, Wakefield WF1 2QS.

Tel: 01924 372490

Email: jhitch@wghsss.org.uk

Applications by CV will not be accepted.

Closing date for applications: 9.00 am on Friday 8th November 2019
(or until all posts are filled)