HIGHGATE WOOD SCHOOL

Relief Exam Invigilators

Required for As soon as possible

Salary Grade:	Scale 1B
Actual Salary:	**£12.59 - £12.79 per hour**
Working Hours:	Required for Exam Period
Contract:	Relief

Highgate Wood School is looking to recruit a series of Relief Exam Invigilators over the period of testing throughout the school year. We are seeking to appoint a team of dynamic, dedicated and team player to contribute to the running of the exams department led by the Exams Officer.

The successful candidate will have:

- The ability to develop positive and professional relationships with all stakeholders
- Have a good timekeeping and knowledge of invigilation
- Able to follow specific instructions and open to training

We can offer:

- A friendly work environment and a supportive leadership team
- Happy and confident children who enjoy being at school
- A committed Governing Body and an inspirational Headteacher

Candidates are encouraged to visit the school by prior arrangement. Please contact our exams manager, Lorraine Short, at lsh@hws.haringey.sch.uk for further information or a visit.

Closing date for applications:	**On going**
Interview date:	**Throughout the Year**

How to apply:

- To apply for this post, please visit our website for an application pack and form, https://hws.haringey.sch.uk/about-us/join-us/vacancies/
- Please note that CVs are not accepted in line with Safer Recruitment practices.

Highgate Wood School is committed to Safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. This post is subject to an enhanced DBS check. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating up to 4 continuous years with local government/schools. The starting salary will be calculated based on the individual circumstances of the successful candidate.