



Executive Headteacher
Head of School

Address

Telephone
Email
Website

Rev. C Millwood MA NPQH
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JOB ADVERT

Role: Examination Invigilator

Hourly rate: Grade 4 Pt 5 £14.86 per hour (inclusive of holiday pay and Crawley weighting)

Contract Type: Casual

Required from: As soon as possible

Interview: To be confirmed

At Holy Trinity our mission is to be a centre of excellence for learning inspired by Christian values where young people fulfil their potential

Examination Invigilators are required to supplement our experienced and committed team of public and internal examination invigilators. This team invigilate at GCSE and GCE level. Invigilation is required during both public and internal exams. Due to the nature of the post there are no regular hours, therefore there is no obligation for us to offer you work or for you to accept it. Hours are casual and by agreement in exam seasons.

The position would be suited to responsible and calm individuals who have effective communication skills are able to remain vigilant for long periods of time. Candidates must be able to follow sometimes complex instructions during the invigilation period. Successful applicants will work under the supervision of the Examinations Officer.

Application forms and details about the post are attached/on the website. More information about the post and our school is also available on the website. All enquiries and completed application forms should be sent to HR: hr@holytrinitycrawley.org.uk

The preferred method of communication in connection with this vacancy is by email. This is how invitations to interview will be sent. Please ensure that you check your emails and junk or spam folders on a regular basis.

The Holy Trinity Church of England Secondary School is committed to safeguarding and promoting the welfare of children and young people and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check (formerly known as Criminal Records Bureau check) at an enhanced level, in line with all schools across West Sussex. Disclosures include details of cautions, reprimands or final warning as well as convictions, spent or unspent.



The Holy Trinity School is a Church of
England (voluntary aided) School
West Sussex County Council