

Dear Parents/Carers,

Thank you to all of you that have responded to our initial request for volunteers for exam invigilators to support with the summer exams. We would also like to build up a bank of paid invigilators who we could potentially call upon each year.

We will therefore be placing an advert for invigilators on our website/twitter feed and in the local press. A copy of that advert is located below.



Exam Invigilators required South Dartmoor Academy

We are looking for exam invigilators to work for us during our busy examination periods. The invigilators' duties will include distributing exam papers and supervising students under exam conditions whilst ensuring that strict protocols are followed.

Some invigilators will also be required to act as scribes and readers for students during their examinations.

The hours are variable depending on the school's requirements but **availability during May and June is essential**. Ideally, candidates will have previous experience of working with young people in a school setting, have excellent verbal and written communication skills and the ability to work independently and as part of a team. IT competency, whilst not essential, would also be an advantage.

£8.21 per hour

Please contact: sharris@southdartmoor.devon.sch.uk
by 9am on Monday 22nd April 2019

Please feel free to share this advert. If you or friends or relations would be interested in applying for the role or would like to discuss it further, then please email sharris@southdartmoor.

Kind regards

Miss E Dixon

Examinations Officer