**South Farm Road, Worthing, West Sussex, BN14 7AR**

Tel: 01903 237864

E-mail: office@worthinghigh.net

Website: www.worthinghigh.net

Executive Headteacher: Pan Panayiotou

*“Always Pursue Excellence”*

Head of School: Adrian Cook

**EXAMINATION INVIGILATORS**

**Salary: NJC Grade 2, points 2 - 3**

**£12.26 – £12.45 + holiday entitlement**

**Hours: On a casual basis during external and internal examination periods**

Worthing High School is looking for Invigilators to join the team to provide a robust exam service to students, ensuring compliance with rules and regulations.

The team of Invigilators report directly to the Exam Manager and assist with conducting the exam in a professional manner in line with examinations bodies.

We are looking for individuals who are highly organised and can work quickly and accurately. The ability to work well within a team is essential.

Peak exam times are late September/October, January and May/June.

No experience is necessary, as full training will be given, however the ability to work accurately and with absolute discretion and confidentiality is essential.

For an initial discussion or for further information please contact Mrs Lucie Fuller, Exams Manager, on lfuller@worthinghigh.net 01903 237864

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at [www.worthinghigh.net/vacancies](https://www.worthinghigh.net/page/?title=Vacancies&pid=84) or obtained from the school by phoning 01903 237864. Further information about the school and details of how to apply can also be obtained from the school website.

Completed applications should be sent to Mr A Cook, Head of School, at the address above or emailed to vacancies@sdetrust.net.

**The vacancy will close once suitable appointments have been made**

**Interviews will be notified to shortlisted candidates.**

**NOTE FOR RECRUITMENT AGENCIES:** We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. We may also complete online searches as part of due diligence and safeguarding checks. Clearance will be obtained before employment commences.

South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

* *Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR*
* *We recognise continuous service from academy/non-academy schools*