



# Archbishop Sancroft High School

(A Church of England Academy)



Executive Headteacher: Mr Rob Connelly, BSc. (Hons)  
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## Exam Invigilators required for an immediate start

### Casual contract

### Scale D, salary point 5 £10.01 per hour

We are seeking to appoint a number of reliable, excellent communicators, who are able to join our Exam Invigilation team to oversee our examinations. This is a casual contract which would include attendance at team meetings and training events in person and online. Exams are the most important events in the life of a learner, this is why it is so important they are managed in the correct way. Invigilators are crucial to this process; ensuring exams are conducted in accordance with the Exam Board and School Regulations. Working as a team, invigilators contribute to ensuring a calm environment for the exams, giving candidate's confidence in the process.

Our main summer exam series runs for 5 weeks through May and June and will typically involve all of our invigilator team. Mock exams are held at other points in the year, usually in two week blocks in November, February and April, these also require the support of some invigilators.

We are extremely proud of our ethos and the very positive relationships in our school. Archbishop Sancroft High School, part of the St Benet's Multi Academy Trust, is an oversubscribed, inclusive and very successful 11-16 Church of England school in South Norfolk where students thrive and achieve very well.

### You should:

- Be well organised and efficient
- Reliable and punctual
- Polite and friendly, with a flexible approach to work
- Calm and professional

### We offer:

- A great working relationship with staff and students
- An extensive 'in house' CPD programme
- The support of an informed and active Local Governing Body and Trust
- A very supportive and encouraging Senior Leadership Team
- Close collaboration throughout the Trust

***“The SLT at this school lead with an extremely strong sense of passion and belief in what they are doing and why. The school fosters a great sense of community and it is clear that the SLT has the student’s needs at the heart of every decision. It is a great place to work and the students are fab!”*** (Recent staff survey)

***“The school has evolved to where it is today with dignity, strength and kindness at its heart”***  
(Recent parent survey)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS check.

Please visit Vacancies Info on our website for further information and an application form or contact the Exams Officer, Karen Holloway, initially by email [kholloway@sancroft.stbenets.org](mailto:kholloway@sancroft.stbenets.org) for an informal discussion.

Applications should be emailed to Emma Johnson, School Business Manager at [ejohnson@sancroft.stbenets.org](mailto:ejohnson@sancroft.stbenets.org)

Closing date: this is a rolling programme of recruitment