



Wakefield Grammar School Foundation

Exam Invigilators (Supply)

Wakefield Grammar School Foundation is looking to appoint a number of Exam Invigilators to join our invigilation team working across both Wakefield Girls' High School and Queen Elizabeth Grammar School, from November 2021.

Our team of Exam Invigilators oversee examinations throughout the year and play a key role in upholding the integrity of the examination/assessment process.

The successful applicants will be expected to conduct examinations in accordance with the Joint Council for Qualifications, awarding bodies and Wakefield Grammar School Foundation instructions. Previous experience is not required as full training will be provided, however, applicants should be flexible, have clear and effective communication skills and be a confident and reassuring presence to candidates in exam rooms.

This role allows you to work flexibly on a supply (as and when) basis. There are no fixed or regular hours of work. The provisional dates (subject to change) for our exams this academic year are:

- Year 11 Mocks – 22nd November to 3rd December
- Year 13 Mocks – 28th February to 11th March
- Summer Exams – 16th May to 1st July (with May half term 30th May to 3rd June)

As part of our commitment to safeguarding and promoting the welfare of children, the successful candidate will be required to undertake an Enhanced Disclosure and Barring Check.

Further details and an application form can be obtained from our website www.wgsf.org.uk or from Dr Jayne Windeatt, Foundation SIMS and Data Development Manager, Wakefield Girls' High School, Wakefield WF1 2QS.

Tel: 01924 372490 Email: jwindeatt@wgsf.net

Applications by CV will not be accepted.

Closing date for applications: 9.00 am on Friday 8th October 2021
(or until all posts are filled)

