

Our Ref: GEG/LAB

September 2019

Applicant for the Examinations Invigilator post

Dear Sir or Madam

EXAMINATIONS INVIGILATORS

Casual, Term Time only Post (hours as and when needed) Grade 3 Level 1 - 4

Salary: £17,775 - £17,992 per annum, pro rata (£9.24 - £9.35 hourly rate)

New appointments are paid at Level 1 of the Grade.

Thank you for your interest in the Examinations Invigilator post at Millthorpe School. I enclose further details, as requested.

Your application should be made on the form provided, to be received in school by midnight on Wednesday 25 September 2019. Please include within your application form, or on an A4 letter accompanying your form, details outlining the experience, skills and interests which you could bring to the post. Interviews are scheduled to be held on Thursday 3 October 2019.

I realise making an application for a vacancy is very time consuming and, if indeed you do formally apply, I thank you most sincerely. For our part, we will acknowledge receipt and consider all applications absolutely thoroughly.

I look forward to receiving your application.

Yours faithfully



Gemma Greenhalgh
Head of School

Encs: Job Description
Application Form and Equal Opportunities Monitoring Supplement