



Sheringham High School

Holt Road, Sheringham, Norfolk NR26 8ND

Tel 01263 822363

Web www.sheringhamhigh.co.uk **Email** office@sheringhamhigh.co.uk

Headteacher Dr. Andrew Richardson

November 2019

Dear Colleague

Exam Invigilator

We are seeking to recruit new Exam Invigilators to work with the existing team in the running of all internal and public examinations at the school, including public exams. The post would be ideally suited to applicants who feel a sense of responsibility for today's young people and who are able to work flexible daytime hours. Full training will be provided and working hours will be negotiated for each exam period. The role may include scribing or reading for students who have qualified for access arrangements because of special educational needs and disabilities. Training will be provided.

About the School

Sheringham High School became an Academy in November 2011 and is now one of 5 schools of the North Norfolk Academy Trust. We are a popular school that caters for over 700 students aged from 11 to 18 who live in Sheringham, Holt and the many surrounding villages. The School occupies a wonderful campus set in its own spacious playing fields with views of the sea.

Visitors comment on the very positive relationships between staff and students, and recognise the focus on learning in a caring and supportive environment. We are proud of our School. All of us - staff, governors, parents and students - are determined to become an even better School.

An ideal candidate will:-

- be flexible
- be punctual for duty
- have effective communication skills
- be confident and a reassuring presence to candidates in exam rooms

Closing date for applications, using the attached form please, is 9.00am on 10th December 2019. I look forward to receiving your application.

Yours sincerely

Dr Andrew Richardson
Headteacher