

Lead Exams Invigilator

Application pack

Thank you for your interest in the post of Lead Exams Invigilator. The application pack consists of:

- This covering note
- A copy of the advertisement
- A job description for this post
- A person specification for this post
- A department description
- An application form
- A Safe Working Practices Agreement
- A Job detail sheet
- The school prospectus (downloadable from our website, www.bentleywood.harrow.sch.uk).

Please note:

- **Closing date:** Noon on Wednesday 22nd January 2020
- **Electronic versions of the application form:** These are available on our School website or by email.
- **Interview dates:** TBC.
- **References:** Please ensure that you provide email addresses for all your referees as we may request references by email. A mobile number for them would also be useful.
- **If you have any queries regarding this post:** Please contact James Kane via the School's admin office on 020-8954 3623 or recruitment@bentleywood.harrow.sch.uk.
- **How to apply and where to send your completed form:** Please complete the application form with a letter of application outlining why you would like this role, what you would bring to it and how your skills and experience match the demands of the post.

Please send your completed forms by email to recruitment@bentleywood.harrow.sch.uk or by post to Janice Howkins, Head teacher, at the above address.

We look forward to reading your application and thank you for your interest in our school.

Yours faithfully



Janice Howkins
Head teacher