



January 2026

Dear Candidate

Thank you for expressing an interest in the post of **Exams Invigilator**. It gives me pleasure to provide details of an exciting post in a school that prides itself on delivering a rich range of opportunities for its students.

This is an opportunity to join a harmonious, forward thinking school with high expectations of its young people. Our values and 'World Ready, Career Ready' ethos are designed to challenge all of our young people to achieve excellence and to develop the knowledge, skills and character to succeed.

We have created an innovative, enjoyable and highly professional environment for students and staff and the school is making a real difference to the lives of our students. I am proud of the progress we have made as standards of achievement have continued to rise and am confident that we have appropriate strategies in place for further and sustained improvement.

The diversity of the school community ensures that Bow is a vibrant and interesting place to work.

As an employer we are committed to safeguarding and promoting the welfare of children. Enhanced DBS clearance is a statutory requirement for all positions.

The post requires a colleague with strong literacy and numeracy skills, the ability to communicate effectively, demonstrate initiative, and respond positively to guidance. As an Exams Invigilator, you will play a crucial role in maintaining the integrity of the examination process, ensuring a fair and secure environment for our students during their exams. If you believe you have the professional and personal qualities to fulfil this role, I can assure you that you will gain a real sense of achievement in contributing to the success of our students.

Applicants should complete an application form (CVs are not acceptable), and write a concise statement of no more than two sides of A4, outlining how their achievements and experiences make them a suitable candidate for this post. The application and statement should emailed to hr@bow-school.org.uk by **9.00am on Monday 9th February 2026**.

May I wish you every success in your application.

A handwritten signature in black ink that reads 'Danny Lye'.

Danny Lye
Headteacher