



The Forest School
Robin Hood Lane
Winnersh, Wokingham
RG41 5NE

T: 0118 978 1626
E: office@forest.academy
W: www.forest.academy

Headteacher
Ms Shirley Austin B.Ed.(Hons);
B.A.(Hons); B.Sc.(Hons)

Examination Invigilator

Voluntary

Hours: Various

(to be available Monday – Friday between 0830 and 1600 during public exam period and part time or full time support)

Are you returning to work, retired, unemployed, restricted by times and looking to volunteer?

We are delighted to offer an opportunity at The Forest School as Examination Invigilator. The successful candidates must be able to work within strict guidelines, enthusiastic, empathetic and able to deal with unexpected situations with calmness and authority. The right candidates will be able to understand and apply detailed written instructions, maintain high degrees of confidentiality and use their own initiative to respond to unexpected situations. You will have expectations of themselves and others, be a good team player and be driven by the desire to make a difference to students, colleagues and families in our school community. A detailed job description is included which outlines the key roles and responsibilities of the post.

We are looking for individuals who will have availability between 0830 and 1600 Monday to Friday, during the main examination period of May and June, with further public exam periods in November and March, full time or part time. Candidates will need to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.

This is a great opportunity to volunteer and ensure experience to apply for other roles in the school or in general employment. Following successful work references can be written to support other employment. This is also an opportunity to support the school community and meet other people if you are retired.

For further information, please see our [website](#) for the Job Description and Application Form. Please return your completed application form via email to [mailto: recruitment@forest.academy](mailto:recruitment@forest.academy). Please complete the application form in full; CVs will not be accepted.

Closing date for applications: Monday 22nd May at 17:00



Please note, we may consider and interview as applications are received; we have the right to appoint a suitable candidate on receipt of application. This is policy procedure as we are aware of the competitive market and wish to recruit the correct person. Submissions from agencies will not be accepted.

We look forward to hearing from you