

Ref: j/confid:newstaff:apltr

February 2019

Dear Applicant

## Casual Exam Invigilator

Thank you for your enquiry regarding the above post.

Please find the following enclosed.

* The job description
* Personnel Specification
* An application form

***Method of application***

Applicants are asked to complete ***all*** relevant sections of the standard application form. A CV is not required. You should enclose a letter of application which briefly summarises your career/experience and why you think you would be suitable for the job. The deadline for receipt of applications is Friday 22nd February 2019 at 12.00 noon.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Further information regarding our Child Protection and Safeguarding Policy can be found on the school website. The successful applicant to this post will be subject to an Enhanced DBS check (Disclosure) before the appointment is confirmed.

Due to time constraints, feedback will only be provided to those applicants who reach interview stage.

Yours sincerely

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E Cresswell

Headteacher

Encs