



NOTRE DAME HIGH SCHOOL
11-18 Mixed Catholic Comprehensive School
FULWOOD ROAD, SHEFFIELD, S10 3BT
Tel: 0114 2302536 Fax: 0114 2308833

We are looking to appoint to the following post as soon as possible:

Exam Invigilator
£12.85 per hour
To work during exam and assessment periods throughout the academic year

Responsible to: Exams Manager

The Invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

Any Invigilator acting as a Scribe during an examination will assist a student in what is written on their examination paper, whilst adhering to JCQ regulations.

The role of the Invigilator is to ensure that the examination is conducted according to JCQ and NDHS instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities;
- ensure the security of the examination before, during and after the examination;
- prevent possible candidate malpractice;
- prevent possible administrative failures.

Training will be provided.

We are particularly keen to reflect the diverse nature of our student community in our staff; we welcome applications from all qualified applicants and strongly believe that diversity in all its forms delivers greater impact to our whole school community.

For further details and an application pack please visit www.notredame-high.co.uk/uncategorized/current-vacancies or e-mail recruitment@notredame-high.co.uk

Completed application forms and Consent to Obtain References forms should be sent to recruitment@notredame-high.co.uk by the closing date below.

Closing date: 9am on Friday 11th April 2025

Interview dates: Thursday 17th April 2025

Notre Dame High School expects all candidates to familiarise themselves with our Safeguarding Policy which can be found on the school website at www.notredame-high.co.uk/about-the-school/school-policies

Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.