

3rd March 2023

Dear Parents and Carers

Exam Invigilation – Year 11 GCSE Examinations 2023

We are looking to expand our team of Exam Invigilators who make a huge difference to our Year 11 students.

Invigilation involves the supervision of students in the examination room, ensuring that they have a calm, safe and secure environment. Invigilators ensure that exam protocols are followed and maintained requiring the post holder to be observant and circulate around the room. The invigilators also bring calm and reassurance at a time when students are anxious.

The position of Exam Invigilator allows you to work flexibly on a casual basis. If you are interested, you will be working with other experienced Invigilators and full training will be given. All staff appointed will require a DBS certificate, arranged by the school, and currently we pay invigilators £9.50 per hour, rising in line with the national living wage increase in April 2023.

If you have any time available in May and June 2023 to support the summer examinations, please contact Mr Pierce, Deputy Headteacher by emailing: charlie.pierce@kingsmead-school.com in the first instance.

If you have family and friends who might be interested in this opportunity, please share this information and my contact details with them.

Thank you for your support.

Kind regards



Mr C Pierce
Deputy Headteacher