

**LITTLE HEATH SCHOOL**  
Little Heath Road, Tilehurst  
Reading, Berkshire, RG31 5TY  
Headteacher: Mr D J Ramsden



## **Examination Invigilators**

Hourly Rate £10.98

We are seeking to appoint part-time Invigilators to supervise the smooth running of the Examinations at Little Heath School. Examinations now run throughout the year with key times being September, November, January, March, May and June. Days and hours will vary and some early mornings and late afternoons will be required.

For more information on this important role please contact the Examinations Office on 0118 943 9565.

The person we are seeking will:

- demonstrate an interest in working with young people;
- good communication skills;
- have the ability to apply a fair, firm and friendly approach to invigilation;
- ability to work under pressure;
- support and take instruction from the Lead Invigilator
- be willing to support students as a scribe or reader if required.

Little Heath School is a highly successful comprehensive school (1658 on roll, including 366 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading, with good access to road and rail links. The school has recently benefited from a significant and transformational building project, opening a new £15 million main block in spring 2021. *New staff will also be given their own laptop to work on and their own classroom base when they join.*

*As a school, we pride ourselves on our Continuing Professional Development Programme, which supports teachers to continually improve their practice in innovative ways, collaborating with other members of staff.*

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

*Little Heath School is committed to safeguarding children and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment. Little Heath School will ensure that all recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks*

**For an application form and information pack please email [recruitment@littleheath.org.uk](mailto:recruitment@littleheath.org.uk) . Unfortunately we cannot accept CV's. Please address supporting letter of application to the Headteacher.**