



The Governors of this very successful 11-18 Comprehensive School (Converter Academy) seek to make the following appointments:

#### Examination Invigilators

We are looking to recruit to our team of Examination Invigilators. Employed on an hourly basis you would be required to supervise students taking their Pre Public Examinations as well as actual GCSE and GCE examinations as necessary throughout the year.

You would be responsible for

- the organisation of exam venues
- attending examinations
- collecting examination scripts
- processing examination paperwork
- dealing with students that have special needs
- ensuring the School Examination Regulations are adhered to at all times

This role is paying at an hourly rate, full training will be provided.

The Support Staff application form can be found further down the Vacancies web page.

Altwood Church of England School has the responsibility for and is committed to safeguarding children and young people and for ensuring that they are protected from harm. This post is subject to an enhanced DBS check.

Please forward completed applications  
via email to: [jwoodruff@altwoodschoo.co.uk](mailto:jwoodruff@altwoodschoo.co.uk)  
(Please put Exams Invigilator in the subject of your email)  
or via post to: Mrs J Woodruff  
PA to Headteacher  
Altwood Church of England School  
Altwood Road  
Maidenhead  
Berkshire SL6 4PU