

**ASH MANOR SCHOOL**  
**MANOR ROAD, ASH, SURREY, GU12 6QH**  
**Tel: 01252 353900**  
**NoR: 1160**  
**Head Teacher: Ms A Bailey**



## **EXAMINATION INVIGILATORS REQUIRED AS SOON AS POSSIBLE**

Salary £10.45 per hour

Ash Manor School is looking to appoint examination invigilators to assist the school with the preparation and delivery of its internal and public academic examinations.

This role will involve liaising with staff and students to create a calm and quiet learning environment for pupils during the course of the examinations and to ensure that they are provided with the necessary support.

The school is looking for candidates who have strong organisational skills and can work collaboratively with colleagues to organise and set up the examinations. Previous experience within an academic environment would be beneficial but not essential as full training will be provided.

### **Specific skills and attributes:**

- A high level of oral/written communication skills
- Good personal presentation
- Good time management & self organisation
- Ability to build and maintain positive relationships
- Accuracy and attention to detail
- Flexible approach to work
- Ability to work under pressure and to tight deadlines
- Approachable with a good sense of humour

For a chat about the position please contact the Examination's Manager, Mrs Sue Green on 01252 353900.

Visit [www.ashmanorschool.com](http://www.ashmanorschool.com) > Vacancies. Applications to be sent to [recruitment@ashmanorschool.com](mailto:recruitment@ashmanorschool.com).

**Closing date: The position will close as soon as a suitable field of candidates is achieved.**

**Interview process will commence on receipt of applications.**

The school reserves the right to close the advert prior to the stated closure date therefore early applications are recommended.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role.*