



ERASMUS DARWIN ACADEMY

Principal: Mr M. Maydew

Erasmus Darwin Academy, Pool Road, Burntwood, Staffordshire WS7 3QW

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October 2019

Dear Colleague

EXAM INVIGILATOR

Grade 2, Point 3 (£18,065 pro rata per annum) (Approx £10.48 per hr (incl holiday pay))

Casual Contract – as and when required

As outlined in the advertisement, we are seeking Exam Invigilators to join our Academy to support the achievement of our students, through the provision of supervision and monitoring of internal and external examinations. Full training will be given. Successful candidates will have excellent communication skills, a confident and assertive manner, a flexible approach to working hours and a minimum availability of three days per week during May and June (excepting May half term, other exams are held and require support throughout the year: May and June are, however, key periods).

The application process is a straight-forward one. If you feel you would like to apply, please complete the application form fully and return this to us by **midday on Monday 21st October 2019**. Either post this to Mrs D Westwood, PA to Principal or email d.westwood@EDA.staffs.sch.uk.

I do hope you will wish to apply for this excellent opportunity. If you have any queries, please phone on the main academy number or leave a message and we will get back to you.

Yours faithfully

Mark Maydew
Principal

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a 'disclosure' check under the Rehabilitation of Offenders Act 1974.