



The South Wolds
Academy
and Sixth Form

September 2022

Dear Applicant

Exam Invigilator

Thank you for your interest in this post. The South Wolds Academy and Sixth Form is a fantastic school. Superb relationships with students and parents underpin all of our work across the Academy. If you have never worked in a school before then this is a great opportunity for you to apply your skills and experiences in a different context and to make a real difference to children's lives.

The main function of the role will be to supervise students taking both mock and external exams throughout the school year. The main exams this year will take place in December, March, May and June. The successful applicant will receive the training and support that they need. The training will be held on Friday 25th November 2022.

You would be required for at least 4 sessions a week during the exam periods listed below:-

Friday 2nd to Tuesday 20th December (Year 11 GCSE Mocks)

Friday 6th to Friday 20th January (Year 9 Tests/Year 13 Mocks)

Friday 24th February to Friday 10th March (Year 10 Tests)

Monday 15th May to Wednesday 28th June (External Exams - PROVISIONAL)

An application form and job description is enclosed to help you decide whether you feel the post is suitable for you and to enable you to make a successful application. Your application will go through a shortlisting process to decide if we will invite you for an interview.

You may also want to have a look at the school's website, www.southwolds.co.uk which contains more information about the school and its wider context.

We look forward to receiving your completed application form. The closing date for applications is 9.00 am on Monday 26th September 2022.

If you have any queries, please contact me on 0115 937 3506 or email at vacancies@southwolds.notts.sch.uk.

Yours sincerely

Jo Eggleton
Head Teacher's PA

Church Drive, Keyworth, Nottingham NG12 5FF
e-mail: office@southwolds.notts.sch.uk Website: www.southwolds.co.uk
Twitter: @southwolds Telephone: 0115 9373506

Halina Angus BA (Hons), MA, NPQH Head Teacher

Sarah Brooks B.Sc (Hons), Jo Clemmet B.A. (Hons) and Carol Shardlow B.Eng (Hons)
Deputy Head Teachers

