

ASPIRING TO EXCELLENCE TOGETHER



FOREST HILL SCHOOL

Dacres Road, London SE23 2XN

Boys 11-16, Mixed 16-18

Tel. 020 8699 9343

www.foresthill.lewisham.sch.uk

Examination Invigilator

Start: 15th April 2024

Salary range: Scale 2, point 3

Actual salary approximately £15.18 per hour

Zero Hour Contract

Hours as and when required

Forest Hill School is a thriving and aspirational comprehensive school in south-east London providing high-quality education to boys aged 11-18. We are a community which is wholly reflective of this district of London, teaching pupils from all backgrounds and of all abilities. We also have a highly successful joint Sixth Form provision with Sydenham School for male and female students.

We wish to appoint Invigilators to work within the Examination office to join our friendly team in the running of all public and internal examinations at the school throughout the academic year. The post would be ideally suited to applicants who are highly organised, vigilant and reliable, have excellent attention to detail and have the ability to remain calm under pressure and the flexibility to be called in at short notice

You will need:

- To be reliable and punctual
- Have excellent organisational skills and ability to manage time effectively
- To enjoy working as part of a team and with young people
- To commit to working throughout the examination period

In return we can offer you:

- A thriving and vibrant school with high aspirations for all
- Students who enjoy school and are actively engaged in their learning
- An opportunity to develop the role to provide innovative solutions for the future

Please visit our website at www.foresthill.lewisham.sch.uk, to make direct online applications, which must be returned to vacancies@foresthillschool.co.uk,

Please note - we do not accept CVs, (no agencies) and applications must be submitted on the Lewisham Support Staff Application Form, available from our School Website.

Informal visits are welcome and should be arranged with the Examination Officer, Mollie Beadle – please contact the school on 020 8699 9343.

Closing date for applications is **12 noon Monday 29th January 2024** with interviews scheduled for the following week. Please note that only shortlisted candidates will be notified and that the interview process will include lesson observation.

Safeguarding Statement

Forest Hill School 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 exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced CRB Disclosure.

Equal Opportunities Statement

Forest Hill School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.