

**DOVER GRAMMAR SCHOOL FOR BOYS**

Astor Avenue, Dover, Kent CT17 0DQ

Tel 01304 206117 Fax 01304 206074

*Headteacher Mr Philip Horstrup*

[www.dgsb.co.uk](http://www.dovergramboys.kent.sch.uk)

 **Exam Invigilators**

**Required for Summer 2019 Exam Season and Beyond**

**Salary Competitive**

We are looking to recruit Invigilators for the coming exam season and on an ongoing basis. Experience is not necessary as training will be given, but it is important that you are responsible, reliable, calm and adaptable. The ability to work as part of a team, under direction, and to communicate effectively are essential.

Invigilators will be required to conduct examinations in accordance with JCQ regulations and the school’s instructions, and will play a key role in upholding the integrity of the examination process. Please note that invigilators are required to stand for extended periods of time.

You will be joining DGSB at a very exciting time. We have a new Headteacher, who joined us in September 2018 and who is looking to develop further all the aspects of the school which make it such an enjoyable and rewarding place to learn and teach. As a school, we are also working tirelessly to build on our 2016 OFSTED 'Good' grading by developing innovative approaches to the curriculum and wider learning.

If you are passionate about working with young people, relish a challenge and feel you have the necessary skills for this post, please contact Tracey Ramsden, Headteacher’s PA on 01304-216810, or alternatively email tramsden@dgsb.co.uk.

Applications should include a CV and supporting letter.

We are committed to safeguarding and promoting the welfare of our students and expect all staff to share in this commitment. The successful candidate will be required to undergo appropriate child protection screening including an enhanced DBS check.

Dover Grammar School for Boys is an Equal Opportunities Employer.

The closing date for applications is:

**Tuesday 23rd April 2019 at 12Noon**

**Interviews TBC**