



Sir Harry Smith

COMMUNITY COLLEGE

AMBITION & ASPIRATION FOR ALL

January 2020

Dear Applicant

Thank you for your interest in our vacancy for an Examinations Invigilator.

The College has a bank of invigilators who we employ to cover exam periods held throughout the school year. The working hours will vary during these busy exam periods, but will only be Monday to Friday during term time. The salary is £9.55 per hour.

I enclose an application form and if you would like to apply for this position then please complete and return your application to Mrs A Shaw or email to applications@sirharrysmith.cambs.sch.uk
Please do not enclose a CV. All applicants are required to provide the names and contact details of two referees, one of whom should be the current or most recent employer. These referees will be contacted prior to interviews taking place.

As with all educational establishments, Sir Harry Smith Community College is committed to safeguarding and promoting the welfare of children and we are required to send all prospective applicants a copy of our Safeguarding and Child Protection Policy, which is therefore included. In addition, all employees are required to undertake an enhanced criminal record check, via the Disclosure and Barring Service. A copy of the College Equal Opportunities Policy is also enclosed.

I look forward to receiving your application.

Yours sincerely

Dawn White
Principal