



Notre Dame High School, Norwich, is an 11-18 highly successful and oversubscribed Roman Catholic school.

Our Examinations Office is looking to recruit some invigilators to join their busy team.

This is a very important and rewarding role, invigilating exams at GCSE and A Level. Exams take place throughout May and June, but additional mock exams are held in November and January.

Applicants need to be reliable, flexible with their availability, especially during May and June, have good attention to detail, ability to remain calm under pressure and would enjoy working within a school environment.

No previous experience is required and full training will be provided.

Join us at Notre Dame and benefit from:

- a culture which values respect, honesty and kindness;
- an outstanding quality of relationship between pupils and teachers, and between pupils themselves.

For an application form and further details including a job description and person specification, please email the Examinations Manager Mrs Lorna Thompson at [ltompson@ndhs.org.uk](mailto:ltompson@ndhs.org.uk)

**Closing date: Friday 11<sup>th</sup> October**

Notre Dame High School welcomes applications from members of minority ethnic communities and those with disabilities. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS clearance is required for appointment to this post.