

EXAM INVIGILATORS



IXWORTH
FREE SCHOOL

We would like to appoint enthusiastic Exam Invigilators to start as soon as possible. , to join our committed team of existing support staff.

The successful candidate will:

- Have excellent administrative and organisational skills;
- Possess the ability to communicate effectively with staff and students alike;
- Supervise students sitting the exams;
- Provide assistance to staff and students where necessary;
- Help set up the exam hall;
- Hand out and collect exam papers;
- Be team players with sound IT skills;
- Be flexible, adaptable and collaborative.



Please return your completed application form to hr@seckford-foundation.org.uk, or by post to HR Dept, Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JJ; please specify which role you are applying for.

Closing date: 9am on Monday 4 March 2019

We reserve the right to appoint before the closing date for the right candidate.

For any questions, please call HR on 01394 615167.

For more information about Ixworth Free School, please visit: <http://www.ixworthfreeschool.org.uk>

The Education Trust is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

Introduction

from the

Headteacher



IXWORTH
FREE SCHOOL



Here at Ixworth Free School our motto is 'providing a foundation for life'. We aim to give our students an appetite for excellence in all that they do, equipping them with a set of lifelong skills which will enable them to succeed.

We strive to teach them that learning yields a multitude of rewards if it is approached with rigor and enthusiasm.

This is cultivated by an approach to learning that it is student-centred and set in a stimulating environment.

We are a small and caring school with big opportunities in mind for those who join us. We want our students to enjoy their school life, and be inspired to be inquisitive in their lessons whilst providing each of them with an academic challenge that enables them to realise their potential. We offer a curriculum that them enables to flourish academically and lays foundations for successful progression into post-16 education, training or employment.

As important as academic success is, our aim is to develop the whole person through a range of clubs and activities, which enrich the daily experiences of our students. Added to this is our commitment to build a supportive community that encourages a sense of social responsibility and develops within them a desire to become global citizens. Full details on our curriculum and our enrichment activities are available on our website.

At the heart of our success will be a strong and positive partnership between parents/carers, students, teachers and wider friends of the school. Our '6Cs to Success' underpin how we expect every member of our school community to approach learning and behaviour. To facilitate excellent communication we encourage open dialogue between home and school. To read more about our vision and ethos, please visit <http://www.ixworthfreeschool.org.uk/us/vision-ethos/>.

I hope this provides you with some insight into the life of our school and the founding principles from which we work; yet it cannot truly reflect all that we have to offer. If you like what you read do come and visit us. We look forward to offering you a warm Ixworth welcome. In the meantime, I thank you for your interest in our school and I look forward to receiving your application.

A handwritten signature in black ink, appearing to be 'Mark Barrow', written over a light blue horizontal line.

Mark Barrow
Headteacher



Visit www.ixworthfreeschool.org.uk

Ixworth Free School, Walsham Road, Ixworth, Suffolk, IP31 2HS

Telephone 01359 234050



Notes to applicants

Applications will only be accepted from candidates completing the application form in full. CV's will not be accepted in substitution for completed application forms in the absence of good reason, although you may refer to the CV in the relevant section of the application form.

Interviews will be offered to those applicants that best demonstrate how:

- Skills, abilities and experience match the person specification and job description; and
- You evidence your commitment to the needs of the role in the Free School.

Closing date for applications: 9am on Monday 4 March 2019; we reserve the right to appoint prior to closing date so please submit your application early to avoid disappointment.

Any questions?

If you would like an informal discussion about any aspect of the role, please contact HR on 01394 615167 or hr@seckford-foundation.org.uk in the first instance.

Applying

If you decide to apply for this position, please return your completed application form (www.sffst.org.uk) and formal letter of application by:

Email to: hr@seckford-foundation.org.uk

Post to: HR Department, Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JJ

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory