



**THE NORTON
KNATCHBULL**
SCHOOL

The Norton Knatchbull School,
Hythe Road, Ashford, Kent, TN24 0QJ
Headteacher: Mr. B. Greene, BA (Hons), NPQH

t: 01233 620045
e: information@nks.kent.sch.uk
www.nks.kent.sch.uk

EXAMS INVIGILATOR

Required as soon as possible

The Norton Knatchbull School is seeking to appoint an Exams Invigilator to join our team on an ad hoc basis throughout the year. As part of a team, invigilators play a crucial role in creating a calm environment for exams, instilling confidence in candidates. We are looking for individuals who are reliable, punctual, highly flexible, and able to remain calm under pressure. Full training will be provided. Working hours vary, but most sessions will be between 8:45 a.m. and 4:30 p.m.

For more information about the role please contact the Exams and Admissions Officer, Mrs Liz Seccombe, at eseccombe@nks.kent.sch.uk.

Please visit our website www.nks.kent.sch.uk for the job description and an application form. Please send your completed application form to Mrs Catriona Dunton, HR by email to cdunton@nks.kent.sch.uk.

Deadline for applications: 9am, Monday 31st March 2025

We reserve the right to interview prior to this date
depending on applications received.

NKS is committed to the continuing Professional Development and Equal Opportunities for all our staff. We support our employees in career development and respect initiative and ambition. As such we are committed to using Performance Management; formal and informal training; coaching and mentoring; and peer support to ensure the progression of our staff. In return we expect commitment and a desire to improve and excel from our colleagues. It is important for our students to understand and experience the strength and depth of a diverse community and we aim to create a culture that encourages and values diversity, and that appoints, rewards, and promotes staff based on merit. To show our commitment to this, the school has recently achieved the Race Charter Mark at bronze level.

We are committed to safeguarding and promoting the welfare
of children and young people.

Only candidates who are shortlisted will be contacted.

Benefactorum Recordatio Jucundissima Est

Academy Trust Registered Office: Hythe Road, Ashford, Kent, TN24 0QJ. Company number 07992899