



THE NORTON  
KNATCHBULL  
SCHOOL

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

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## 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 [seccombe@nks.kent.sch.uk](mailto:seccombe@nks.kent.sch.uk).

Please visit our website [www.nks.kent.sch.uk](http://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](mailto:cdunton@nks.kent.sch.uk).

Deadline for applications: **9am, Monday 31<sup>st</sup> March 2025**

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

At The Norton Knatchbull School, 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, and rewards 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**

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