



**DOWNLANDS COMMUNITY SCHOOL**  
Dale Avenue  
HASOCKS  
West Sussex  
BN6 8LP

**11 – 16, mixed, NOR – 1161**

**Learning is at the heart of everything we do**  
**“This is an outstanding School” – Ofsted January 2017**

Have you a few spare hours during the working day in November, February, March, May and June?

Would you like to make a difference to pupils taking exams and earn a little extra cash?

Could you be an Examination Reader, Scribe or Invigilator?

We are seeking to recruit responsible, flexible, reliable people to read questions to pupils or to write answers dictated by them, when taking their GCSE exams. We also need adults to supervise/invigilate GCSE and other examinations in the examination hall. No experience is needed as full training will be given.

Hours and days will vary but we need adults who can work on a casual, occasional basis in November and next year in February and during the main exam season in May, June and July.

An hourly rate of £9.18 will be paid to casual employees. An application form for a non-teaching/support staff post should be completed which can be downloaded from the Downlands Website <http://www.downlands.w-sussex.sch.uk> under “Information – Vacancies” and should be emailed to our HR and Cover Officer at [mhill@downlands.org](mailto:mhill@downlands.org)

As this is a job with access to young people, enhanced DBS checks and references will be needed. Downlands is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.