



HR/23-24/Recruitment/CasualExams

23<sup>rd</sup> April 2024

Dear Applicant,

### Casual Examinations Invigilator

Thank you for requesting further information about our vacancy.  
With this letter please find available to download:

- Information about the post
- An application form
- Invigilator form (To be completed and submitted with Application Form)

If you wish to apply, and I hope you will, please complete the application form and add a short statement in support of your application (1-2 sides of A4) in the additional information section of the application form, or on a separate sheet. Please also complete the Invigilator availability form. We will be using the person specification and job description both in our short-listing and the appointment, so please ensure you address the different points somewhere in your form or your statement. The completed application form should be either submitted online, returned to the school addressed to the Headteacher or emailed to [hr@parkhighstanmore.org.uk](mailto:hr@parkhighstanmore.org.uk).

The closing date for applications Friday 10<sup>th</sup> May 2024 at 9am.

Please note that it is standard practice for an enhanced DBS (Disclosure and Barring Service) clearance to be obtained for all staff.

If you have any questions about the post or would like to visit the school, please do not hesitate to contact Krishna Patel, Examinations Officer via email on [exams@parkhighstanmore.org.uk](mailto:exams@parkhighstanmore.org.uk)

At Park High we are highly supportive of our staff. We want everyone to be successful and to gain satisfaction from their work. We are committed to investing in all our staff and students and, if you join us, you will benefit from all that we can offer in terms of support and career development.

I look forward to receiving your application.

Yours sincerely

Mrs Colette O'Dwyer  
Headteacher

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Headteacher Mrs Colette O'Dwyer

Thistlecroft Gardens, Stanmore, Middlesex HA7 1PL Tel: [020 8952 2803](tel:02089522803) Fax: 020 8952 6975 [www.parkhighstanmore.org.uk](http://www.parkhighstanmore.org.uk)

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Email: [info@parkhighstanmore.org.uk](mailto:info@parkhighstanmore.org.uk)

Park High School is a company limited by guarantee registered in England and Wales with registered number 7689613

Registered office: Thistlecroft Gardens, Stanmore, HA7 1PL

