

October 2021

Dear applicant

**Application pack for the post of Exam Invigilator**

Thank you for your interest in the above vacancy.

You should find enclosed:

- the job description
- the person specification
- an application form

If you wish to apply for the post, you should return the schools application form. Please complete all parts of the application form as fully as possible. This should be returned to Dawn Coffell at Jesmond Park Academy, Jesmond Park West, Newcastle upon Tyne NE7 7DP or emailed to [dcoffell@jesmondparkacademy.org.uk](mailto:dcoffell@jesmondparkacademy.org.uk) by 9am on Monday 18<sup>th</sup> October 2021.

It is the academy's view that completing the application form is the simplest method of ensuring that you provide all the information that we require in order to consider your application. We therefore strongly encourage you to only complete the application form and not submit a CV.

I look forward to receiving your application.

Yours faithfully



**STEVE CAMPBELL  
PRINCIPAL**

**Steve Campbell** Principal

**Hugh Robinson** CEO

Jesmond Park West, Newcastle upon Tyne, NE7 7DP

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