



December 2018

Dear Parent/Carer

We are looking to increase our team of invigilators at Hodgson Academy for the forthcoming exam seasons. If you are interested in becoming an invigilator please e-mail Mrs E. Maxwell, Exams/Data manager at e.maxwell@hodgson.lancs.sch.uk for an application form.

We plan to recruit early in January 2019 and you must be able to attend the Invigilator training which is scheduled for *Thursday 24th January 2019 at 9.30am*.

Invigilators are employed on a casual basis and must be flexible in their availability, fit and well; as standing for long periods of time is expected. We also carry out DBS checks on all our employees.

If you are interested please apply by Friday 21st December. We will contact you from the 7th January to arrange an informal discussion.

Yours faithfully

Mrs E Maxwell

[Elaine Maxwell](#)

[Exams/Data Manager / Hodgson Academy](#)

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