

Sarah Thompson

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Redditch

Email

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Phone number

07898752648

Meadow Views Secondary School

M. Edwards

Redditch

Redditch, 23 July 2026

Dear Ms Edwards,

Creating a calm and well-organised environment where candidates can perform at their best is something I would be proud to contribute to as an Exam Invigilator at Greenfield Secondary School.

Although I have not previously worked as an exam invigilator, I have developed many of the skills required for the role through customer service and volunteering experience. Working with members of the public has strengthened my communication, professionalism, and ability to remain calm under pressure, while volunteering in a school environment has given me experience supporting staff, supervising groups, and following safeguarding procedures.

I understand that successful exam invigilators must maintain confidentiality, follow examination procedures accurately, and treat all candidates fairly. I am confident that my strong attention to detail, reliability, and willingness to learn would allow me to support your examinations team effectively during busy assessment periods.

Thank you for considering my application. I would welcome the opportunity to discuss how my transferable skills and enthusiasm for working in education could contribute to the smooth and secure delivery of examinations at Meadow Views Secondary School.

Yours sincerely,
Sarah Thompson