



## ST RICHARD REYNOLDS CATHOLIC COLLEGE

### Exams Invigilators – High School

**Salary:** £9.75 per hour (hourly rate includes statutory holiday pay).

Please note that any breaks (inc lunch breaks) will not be paid, but that lunch will be provided.  
Scale 3 Point 14 on the NJC scale.

#### **Videte Bona Domini**

St Richard Reynolds Catholic College is looking to employ invigilators to support the high school's first GCSE examination process. The main examination periods will take place in May-June 2018.

We are looking for enthusiastic people who can demonstrate common sense, accuracy, attention to detail and are willing to provide the best exam experience possible for our students.

You must be punctual, have a flexible attitude to work and possess strong communication skills.

Duties include laying out stationary, observation, checking attendance, collecting scripts and liaising with candidates, senior leadership and the exams officer to resolve queries.

If you are interested in applying for the post of invigilator and would like further information, please see our website [www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk) then apply by:

- CES application form
- with the names of two referees and
- a supporting letter

**Closing date for applications:** Friday 15<sup>th</sup> March 2019

**Interview Date:** Week Commencing Monday 18<sup>th</sup> March 2019

Short-listed applicants will be invited to attend a compulsory training session in April/May 2019. Unfortunately, we are only able to reply to successful applicants.

Please contact Claudine Richardson at [recruitment@srrcc.org.uk](mailto:recruitment@srrcc.org.uk) for further information

*St Richard Reynolds Catholic College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure and Barring Service.*



St Richard Reynolds Catholic Primary School, High School and Sixth Form  
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[www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk) • @stRRCCCollege

Principal: Richard Burke BSc MA  
Diocese of Westminster