



# ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL  
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

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## Invigilation Job Opportunities

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 Dec 2017, February 2018 and 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.

### Salary:

The rate of pay is £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.

### How to Apply:

Please find a link to the job description below:

[Job Description](#)

If you are interested in applying for the post of invigilator, please download, complete and return the application form below, along with the name of two referees and a supporting letter. Completed applications should be emailed to [recruitment@srrcc.org.uk](mailto:recruitment@srrcc.org.uk) or posted to:

St Richard Reynolds Catholic College  
Recruitment  
Clifden Road  
Twickenham  
TW1 4LT

[Application Form](#)

**Closing date for applications:** Friday 24<sup>th</sup> November 2017

**Interview Date:** Week Commencing 4<sup>th</sup> December 2017

Short-listed applicants will be invited to attend a compulsory training session in Dec 2018. Unfortunately, we are only able to reply to successful applicants.

*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 Criminal Records Bureau.*



Clifden Road • Twickenham TW1 4LT • 020 8325 4630  
[www.strichardreynolds.org.uk](http://www.strichardreynolds.org.uk) • @stRRCCCollege

Principal: Richard Burke BSc M.A.  
Diocese of Westminster