

**Love God
Work Hard
Be Kind**



Holy Cross
CATHOLIC HIGH SCHOOL

Exams Invigilator

Information Pack

Exams Invigilator



December 2024

Dear Applicant

Thank you for your interest in applying for the post of Exams Invigilator.

Holy Cross Catholic High School continues to provide an outstanding Catholic Education for the children of Chorley and the surrounding area. It is a vibrant and welcoming school dedicated to the formation of successful and rounded young people. Our ethos is founded on Gospel Values and the teachings of Christ which are realised through our daily actions. Our mission statement I have come that they may have life and have it to the full clearly sets out our aspirations for excellence in all that we do.

Within our school community there is a strong spirit of cooperation, kindness and love where people are valued and respected. Together we strive to produce young people with ideas and ambition, who have a clear vision of what they want to achieve in life. Our pupils have a strong sense of service and compassion for those in need and who have, above all, a love and zest for life.

As the newly appointed Headteacher I feel incredibly proud and privileged to lead this wonderful school. Our school is a fantastic place to work. The Job Description and Person Specification within this application pack outlines the professional skills and characteristics of the person we are seeking to employ as well as the specific roles and responsibilities the successful candidate will take on.

I hope that you will give careful consideration to applying for the role of Exams Invigilator at Holy Cross Catholic High School. If you would like to visit to our school, please contact Mrs T Huddy, Deputy Headteacher (t.huddy@holycross.lancs.sch.uk) or telephone 01257 262093 who would be delighted to make time during your visit to meet with you and discuss the position further.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G Lindley', written in a cursive style.

Mr G Lindley
Headteacher



The Governing Body is seeking to appoint a skilled, enthusiastic and motivated person to the role of Exams Invigilator.

Holy Cross is a Catholic High School established by the Catholic Community of the Chorley Deanery under the trusteeship of the Liverpool Archdiocese. We work in partnership with parishes and parents to provide the best possible education for our young people between the ages of 11 and 16, building on the foundations laid in Primary School and preparing for their future development at the Catholic Sixth Form College or other post-sixteen establishments, or in the world of employment and training.

The role:

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and full training will be provided.

As a school, we offer:

- A supportive leadership structure
- A warm community in which your career will flourish
- A robust effective behaviour system
- A thorough, supportive induction process
- Bespoke CPD
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the Archdiocese and the local authority
- Continual review of working practices and staff workload

Contract: Temporary/Flexible. Must be available between Tuesday 6 May and Friday 20 June 2025 plus one training afternoon in March (Date TBC). Hours to be discussed at interview.

Start date: ASAP

Salary: £12 per hour (to be reviewed in April 2025)

Closing date: 12 noon, Friday 31 January 2025

Interview: TBC

You will:

- Share and demonstrate our school's ethos and culture
- Be committed to our ethos of high expectations for every pupil in both academic achievement and personal development
- Have the drive, skills and resilient character required to help develop our school
- Be reflective about the school and committed to securing its continued development
- Have an excellent attendance and punctuality record



Child Protection Statement

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of our children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. The practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Job Description

Exams Invigilator



Responsible to:

Exams Officer and Lead Invigilator

Key Responsibilities

Purpose

- To ensure the fair and proper conduct of examinations in an environment that enables pupils to perform at their best.

Areas of Responsibility

- Invigilate the examination including referring examination regularities to the Lead Invigilator and/or Exams Officer
- Assist in the set up and close down of the examination venue including laying out equipment and papers
- Oversee behaviour
- Respond to pupil requests during the examination
- Ensure that no unauthorised material is brought into the examination venue
- Escort candidates from the examination venue to approved locations such as the bathroom
- Assist to maintain attendance records
- Oversee and escort pupils in the event of a fire alarm
- Carry out any other duties as instructed by the Lead Invigilator and/or Exams Officer

In addition, other duties at a higher responsibility level may be interchanged with/added to this list at any time.

Your duties should be discharged in such a manner as to maintain and develop the Catholic character of the school and to support the school mission statement.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and school development. In addition it may be amended at any time after consultation with you.

Person Specification

Exams Invigilator



To be able to share and support Holy Cross' mission and vision.

Qualifications

- GCSE Grade C or above in English and Maths (or equivalent) essential

Experience

- Experience of working in an education environment desirable
- Previous experience in invigilating or supervising exams desirable but not essential as training will be given

Knowledge, Skills and Abilities

- Ability to build and form good relationships with colleagues
- Ability to work as part of a team
- Good written and verbal communication skills
- Good standard of numeracy and literacy skills
- Ability to adhere to rules and regulations
- Ability to work flexibly and respond quickly to emergency situations
- Flexible attitude to work
- Excellent attention to detail
- Excellent time management skills
- Ability to make effective use of ICT

Other

- Commitment to safeguarding and protecting the welfare of children and young people
- Commitment to equality and diversity
- Commitment to health and safety
- Commitment to attendance at work
- Commitment to undertake in-service training
- Full training will be given

For more information about our school, please visit: www.holycross.lancs.sch.uk

For an informal discussion or to arrange a visit please contact:

Mrs T Huddy, email: t.huddy@holycross.lancs.sch.uk or Tel: 01257 262093

Please complete a letter of interest and email this to vacancies@holycross.lancs.sch.uk

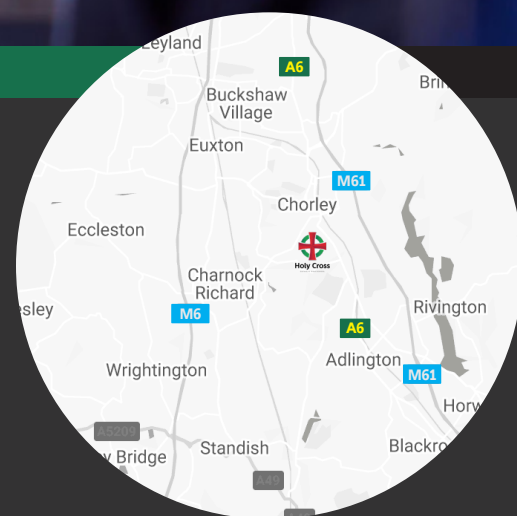
Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on short-listed candidates.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS disclosure.



Holy Cross

CATHOLIC HIGH SCHOOL



TELEPHONE 01257 262093

ONLINE www.holycross.lancs.sch.uk

E-MAIL vacancies@holycross.lancs.sch.uk

TWITTER [@holycrosschol](https://twitter.com/holycrosschol)

How to find us

**Holy Cross Catholic High School,
Myles Standish Way, Chorley, PR7 3LS**

Conveniently situated with good transport links via the M61, M6 and A6 to Wigan, Preston, Bolton, Manchester, and mainline train station.