



ST RICHARD REYNOLDS CATHOLIC COLLEGE

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

High School Exams Invigilator

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.

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 Nov/Dec 2017 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.

How to Apply:

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

Exams Officer
St Richard Reynolds Catholic College
Clifden Road
Twickenham
TW1 4LT

Closing date for applications: Friday 13th October 2017

Interview Date: Week Commencing 16th October 2017

Short-listed applicants will be invited to attend a compulsory training session in Oct 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 • @stRRCCCollege

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