

Casual Exams Invigilator

Role: Exams Invigilator
Salary: £10.42 per hour (for over 23s)
Hours: Casual hours of work, to accord with the school's examinations timetable
Required: March 2024
Contract: Casual

Closing Date: Wednesday 31st January 2024 at 12 noon
Shortlisting: Friday 2nd February 2024
Interviews: Monday 19th February 2024

Corpus Christi Catholic Academy Trust wishes to recruit highly motivated and positive individuals to the role of Casual Exams Invigilator to support All Saints Catholic College during the examination periods.

All Saints Catholic College is on an exciting transformational school improvement journey. This is a superb opportunity to be part of a very special team of people where staff morale is high. The school is located in Tameside, just 5 minutes' drive from junction 23 of the M60 and is easily commutable from Greater Manchester and parts of Derbyshire including Glossop and Hadfield.

The main duties of the role are:

- To provide a high-quality service during examinations
- To have a key role in upholding the integrity and security of the exams process

The successful candidate will:

- Be reliable and flexible
- Be professional and friendly
- Be flexible, motivated, and able to follow instructions and remain calm in difficult circumstances
- Have strong moral and ethical principles and values

We can offer the successful candidate:

- An opportunity to work within a welcoming and enthusiastic environment with wonderful children, supportive staff, governors and parents
- Close links and group support from the other schools in this forward-thinking Catholic multi-academy trust at this exciting time in our development
- An opportunity to be part of a team of dedicated, talented and hardworking individuals

Prospective candidates are warmly invited to visit the school and meet with a member of the school's senior leadership team. Please contact Lisa Jones (Headteacher's PA) on 0161 338 2120 or e-mail: ljones@allsaintscatholiccollege.com to make arrangements.

If you would like to apply for the position, application packs are available from the Trust's website: <https://www.corpuschristitrust.co.uk/vacancies/>. You should complete the CES Support Staff Application Form and return it by e-mail to Mrs Andrea Sweeney HR Manager at recruitment@corpuschristitrust.co.uk. You will need to read the Application Form Notes, Privacy Notice, Job Description, Person Specification and Disclosure Form.

Corpus Christi Catholic Academy Trust is an Equal Opportunities employer and we positively welcome applications from all candidates regardless of age, disability, religion, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation.

Corpus Christi Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post will be subject to enhanced DBS and barred list checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. The applicant will be required to safeguard and promote the welfare of children and young people.

Applicants are advised that schools and colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics or individuals who hold a Catholic Certificate in Religious Studies. Where it is not a requirement of the role to be a practising Catholic, applications are invited from individuals committed to supporting the Catholic ethos of the school.

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Please note CVs and agency referrals will not be accepted.