



Romero
Catholic Academy Trust



All Saints'
Roman Catholic High School,
A Voluntary Academy

Headteacher:
Address:
Telephone:
Email:
Website:

Mr Brian McNally, MA, BSc (Hons), NPQH.
Haslingden Road, Rawtenstall, Rossendale, Lancashire, BB4 6SJ
01706 213 693
office@allsaintshigh.lancs.sch.uk
www.allsaintshigh.lancs.sch.uk

VACANCY

EXAMINATION INVIGILATOR

Casual Contract Required As Soon As Possible

All Saints' Roman Catholic High School is a small and friendly school judged by Ofsted as Good. It is a community in which students are happy and where every child is known and valued. Further information is available on our website: www.allsaintshigh.lancs.sch.uk.

We have a vacancy for a committed individual to join our Examinations Team as an Invigilator. The postholder will primarily fulfil the administrative duties relating to maintaining the supervision and integrity of the examination process.

The post is paid at £10.00 per hour on a casual contract (meaning hours will be offered and worked when needed, and paid monthly in arrears).

The role is offered for the various examination periods of the school, to be worked between 8.00am – 3.00pm, Monday to Friday, term-time only. This could involve full days in school or just morning or afternoon sessions.

The successful candidate(s) should be available to during the main summer examination periods covering May and June.

We are looking for someone who will:

- Complement our exams team with their enthusiastic and positive attitude.
- Be able to multitask and prioritise workload effectively.
- Be innovative and use initiative.
- Have drive and enthusiasm, with a desire to explore, develop and evaluate new ideas.
- Have a sense of humour, caring nature and build strong relationships with everyone.
- Thrive in a busy school environment.

Please see the Job Description and Person Specification for further details.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant(s) will be subject to an Enhanced DBS check.

We do not hold a sponsorship licence and can only consider applications from candidates who are legally entitled to work in the UK. If you do not have the right to work in the UK, your application will not progress.



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An information and application pack and further details can be obtained on the school website www.allsaintshigh.lancs.sch.uk, or from Ms Cat Gillies, School Business Manager, by e-mail to c.gillies@allsaintshigh.lancs.sch.uk.

Applications must be submitted on the provided application form – for safeguarding reasons we cannot accept CVs.

Applications should be addressed to the Chair of Governors and be sent to Ms Cat Gillies, School Business Manager, by e-mail to c.gillies@allsaintshigh.lancs.sch.uk by the closing date of **12:00 noon on Tuesday 19/10/2021.**

Interview date to be confirmed.

Information pack:

1. Advert
2. Person Specification
3. Job Description
4. Risk Identification Form
5. Sample contract
6. Notes To Applicants
7. Immigration, asylum and nationality act 2006 information for candidates

Application pack:

8. Covering letter - optional
9. Application form
10. Rehabilitation of Offenders Disclosure Form
11. Recruitment Monitoring Form