



Blessed Thomas Holford Catholic College

Recruitment Pack

**Exam
Invigilators**

To work on a casual basis, with
varying hours during exam
seasons

Salary: £14.32 per hour *
(*includes holiday pay roll up)



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4

May God's love be our guide 



Welcome to Blessed Thomas Holford Catholic College

Blessed Thomas Holford Catholic College is one of the best performing colleges in Trafford. Our most recent inspection by Shrewsbury Diocese rated us as an Outstanding Catholic college, and we celebrate high achieving GCSE and A-level results each year.

What makes Blessed Thomas Holford Catholic College shine is not only our bright and beautiful building but our commitment to the young people in our care, encouraging and inspiring every child to fulfil their God given potential and to flourish. We place as much emphasis on the pastoral care and faith development of the child as we do on academic excellence.

Our mission statement, *May God's Love Be Our Guide* encapsulates everything we do. We promote a love of learning through our quality first teaching. We are a fully inclusive community which recognises the worth of every individual and we encourage all our community to be Christ-like - being respectful, polite, kind and aspirational.

Could you be part of our team?

Thank you for taking an interest in our college and I look forward to welcoming you to our BTHCC family.

Mrs Clare Hogg
Headteacher

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Why work for Blessed Thomas Holford Catholic College

We are an 11-18 Catholic college with 1,600 students on roll, including 220 in the Sixth Form. GCSE and A level results have been consistently excellent over several years and we are determined to make ourselves an exceptional educational provider. Our college is highly popular with parents/carers, and we are oversubscribed every year.

We have high expectations of our students and of our staff – people matter in our college. We expect our staff to be models of excellence and demonstrate a strong moral core and a professional work ethic. Staff are valued and supported in their pursuit of professional development. In return, we expect total commitment to our strong Catholic ethos and a relentless pursuit of aspiration for our young people – we want them to do their best and be their best.

Every teaching post is an important one for the future of our college and the successful candidate will be somebody with a high work ethic and unstinting commitment to our children. We want somebody with a strong ambition to develop their own career but, above all they want to make a significant and long-lasting impression on the future lives of our students.

We offer:

- A supportive and committed college family
- A college with a desire to continuously improve
- Highly motivated and talented staff with a strong team ethic
- Ambitious and hardworking students
- Continuous professional development and formation
- Opportunity to teach A-level
- Amazing opportunities and adventures
- Regular opportunities to progress in your career



Job Description

Main Purpose of the Job:

To supervise pupils undertaking school examinations, in accordance with the awarding body and school requirements.

To play a key role in upholding the integrity of the examination/assessment process.

Main duties and responsibilities:

- To assist the supervising teacher / Examinations Officer in the smooth and efficient administration of examinations
- Examinations Officer and Examination Boards
- To ensure appropriate preparation of the examination room, as required by the individual exam
- To assist in admitting the candidates to the examination room and enabling them to find their allocated seats quietly and efficiently
- To distribute questions papers, answer booklets and associated materials at the beginning of the examination and to collect them at the end
- To assist in the efficient timekeeping of the examination
- To supervise the candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc are strictly observed
- To respond to candidates queries in accordance with the examination regulations. To distribute additional paper and / or equipment, as necessary
- To ensure that any minor behaviour issues are dealt with in line with school policy and report any breaches of Examination Code of Conduct to the supervising teacher / Invigilator immediately
- To escort and supervise candidates who may need to leave the examination room in an emergency
- To ensure that the examination room is clear and tidied for the next session and that the equipment box is fully stocked

Additional:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person
- To maintain confidentiality of information acquired in the course of undertaking duties for the school
- To be responsible for your own continuing self-development, undertaking training as appropriate
- Contribute to the overall ethos/work/aims of the school
- To undertake any other reasonable duties, as directed by the Headteacher
- This job description will be reviewed annually and may be subject to amendment at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the school in relation to the post holder's duties and responsibilities

Person Specification

	Essential	Desirable
<p>Education/Qualifications/Training</p> <ul style="list-style-type: none"> • Good levels of literacy and numeracy • Willingness to undertake training 	<p>E</p> <p>E</p>	
<p>Knowledge/Experience/Understanding</p> <ul style="list-style-type: none"> • Experience in basic administration • Previous experience invigilating or supervising examinations 	<p>E</p>	<p>D</p>
<p>Personal skills and abilities</p> <ul style="list-style-type: none"> • Accuracy and attention to detail • A flexible approach to work • Confident and re-assuring presence to pupils in exam rooms • Effective oral and written communication skills • Ability to work to pre-determined instructions • Ability to work calmly under pressure or during unexpected circumstances • Ability to work as part of a team or alone as necessary • Ability to work within school protocols and procedures • Discreet, confidential, and reliable • Reflective practice • Firm commitment to the school and its ethos 	<p>All E</p>	

Application Process



Applying for the role

Please download the following forms and guidance at the bottom the vacancies page on the website;

Support Staff Application Form

Application Forms and GDPR Guidance

Recruitment Monitoring Form

Rehabilitation of Offenders



Where do I send my forms once complete?

Completed application forms should be sent to: recruitment@bthcc.org



Timescale

Closing date for applications is: 9.00 am on Tuesday 10th December 2024

Interviews will be held: TBC

"Our college is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education (KCSIE) online/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant."



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