



ST JAMES'
CATHOLIC HIGH SCHOOL



Examination Invigilator

Candidate Information | January 2025



A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be a "Good" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous four years
- In 2024, **77% of students attained a Grade 4 or above in both English & Mathematics (the equivalent to the old Grade C)** with **59% achieving a Grade 5 or above in both English & Mathematics**
- **87 grade 9s and 128 grade 8s were awarded to our students in 2024**, demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students.

Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers,
PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamesheadle.co.uk

Anthony Pontifex
Headteacher



Examination Invigilator, Part time (term time only). £13.05 per hour

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos.

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022, with "Outstanding" Outcomes for Pupils.

The Diocese of Shrewsbury judged our school to be a "Good" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and highly motivated Examination Invigilator

Closing Date: Monday 24th February 2025, 12 noon
Interviews: TBC

Please note a current CES application form (Support Staff) and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to headteacherpa@stjamescheadle.co.uk

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



Examination Invigilator

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

Main responsibilities of the post Purpose

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St James' Catholic High School regulations and instructions. To have a key role in upholding the integrity and security of the examination/assessment process. A professional appearance at all examinations is required. Invigilators are required throughout the year for internal and external examinations, with the busiest time being the summer term. The role requires good communication skills, the ability to work calmly under pressure and to deal with any problems effectively and promptly. Flexibility, reliability and an eye for detail are essential, as is the ability to communicate in clear, spoken English.

Key Responsibilities

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and St James' Catholic High School regulations and instructions. To have a key role in upholding the integrity and security of the examination/assessment process
- To prepare and assist the Examinations Officer with the preparation of the examination hall and other examination rooms
- To ensure that candidates are aware they are under examination conditions
- To assist with candidate entry into the room, check ID, set the tone and ensure students enter quietly and efficiently
- To ensure that late candidates are briefed, seated and allowed to partake in the examination with minimum disruption
- To open and distribute papers and other authorised materials to candidates
- To ensure that candidates have correct papers
- To read out erratum notices when necessary
- To notify candidates of the start and finish times of the examination
- To record start and finish times of the examinations
- To be vigilant at all times during the examinations
- To collect all scripts and associated materials at the end of each examination and ensure that there are no missing scripts
- To supervise candidates in quiet and unobtrusive manner, respond to candidate queries in accordance with examination regulations and distribute additional paper/ equipment as required
- To log all incidents during exams

- To record and notify the Lead Invigilator/Examinations Officer of incidents of malpractice in line with school policy
- To supervise candidates held in centre supervision before or after examinations
- To check registers against scripts and collate scripts in attendance register order
- To undertake any other duties commensurate with the status of the post, as deemed necessary by the Examination Officer

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description. This post is subject to Enhanced DBS disclosure and basic online checks



Examination Invigilator

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Good standard of education to at least GCSE standard or equivalent; at least GCSE Grade C or equivalent in English and Maths	✓		✓	
Experience				
Experience of working in a school environment		✓	✓	
Experience of Examination processes		✓		✓
Ability to make sound judgements and prioritise multiple demands	✓		✓	✓
Ability to act on own initiative, dealing with any unexpected problems that arise	✓		✓	✓
Professional Knowledge				
Knowledge of and commitment to relevant school policies including Safeguarding/Child protection and Health and Safety.		✓	✓	✓
Personal skills and qualities				
Supportive of the ethos of a Catholic School	✓		✓	✓
Ability to maintain confidentiality and to be able to deal with matters with discretion and sensitivity	✓		✓	✓
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓		✓	✓
Good interpersonal skills and able to communicate effectively with a range of people	✓		✓	✓

Contact

Kirsty Bowers

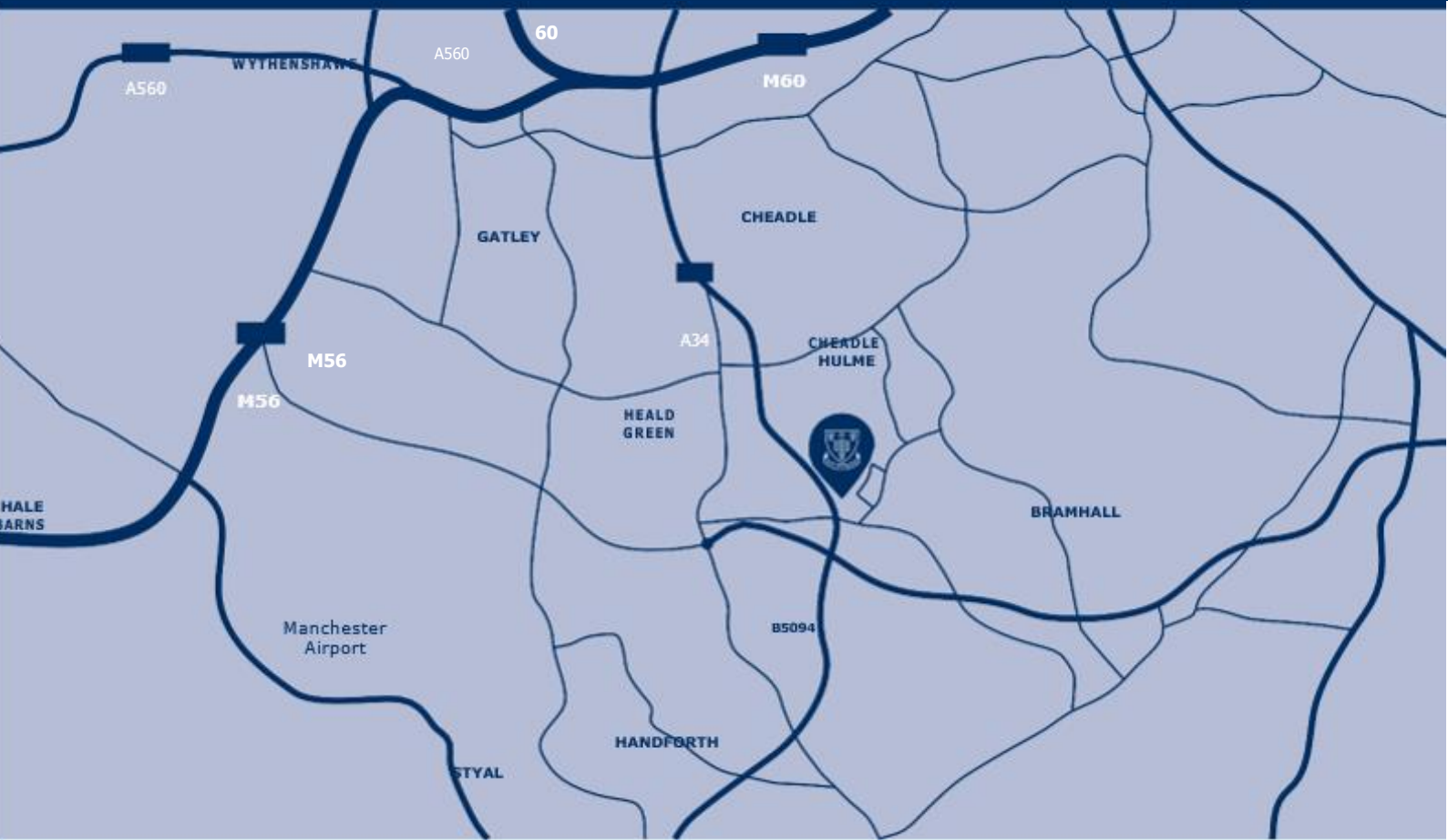
PA to the Headteacher

0161 482 6900

headteacherpa@stjamesheadle.co.uk

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Matthew 19:26