



# **ELLESMERE PORT**

## **Catholic High School**

Examinations Invigilator

**"I have come so that they may have life and have it to the full"**

**JOHN 10:10**

## Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

### Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile  
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



With 968 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

## Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

### Our Vision

#### Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

#### Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

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September 2025

Dear Applicant,

**Examination Invigilator  
(Grade 2 £12.65 per hour)  
Casual hours**

Thank you for your enquiry regarding the above position. I enclose a copy of our job description, person specification and application form.

The closing date for the receipt of applications is **09.00am on Monday 13<sup>th</sup> October 2025 with interviews from 1.30am on Thursday 16<sup>th</sup> October 2025.**

Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk) and can be emailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk) or posted back to Miss T Moore at the school. Please ensure you complete the required application form on the school website only; CVs are not acceptable forms of application.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be subject to an Enhanced DBS check and Online Search. The school is committed to Equality of Opportunity.

I look forward to reading your application and wish you every success.

Yours sincerely

Mrs C Vile  
**Headteacher**

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons NPQH NPQEL

In the Trusteeship of the R.C. Diocese of Shrewsbury and in partnership with our partner primary schools  
Our Lady Star of the Sea, St Bernard, St Mary of the Angels, and St Saviors, serving the pastoral area of Ellesmere  
Port







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## Examination Invigilator

(Casual)

Grade 2, £12.65 per hour

In addition to the above, we offer an employee assistance Programme to you and your family, continued professional development, an excellent staff wellbeing Programme, and an attractive pension scheme.

Ellesmere Port Catholic High School employs a team of Examination Invigilators to ensure the calm and smooth running of examinations during the school year.

We are looking to increase the number of Exam Invigilators working on a casual basis to help oversee our examinations and assist our Exams Officer. Invigilators need to be reliable, punctual, and flexible, and be able to relate to students. You would need to be available from 8.45am for morning sessions and from 1.15pm for afternoon sessions. The duration of the exam sessions will vary. This role requires you to undertake invigilation as required for external examinations in accordance with the requirements of the relevant Examination Board and the School's procedures.

In addition to this, we are also looking to recruit invigilators to read and scribe for some of our students during their examinations. Previous experience is not required as full training for both roles will be provided.

If you are interested in joining our team or would like some further information, please contact us either by telephone on 0151 513 4456 and ask for the Curriculum Support Manager or email: [T.Laing@epchs.co.uk](mailto:T.Laing@epchs.co.uk)

Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk) alternatively you may telephone the school to request an application pack. Completed letters and application forms should be marked for the attention of Miss T Moore and either posted to the school address or e-mailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk)

**Closing date 9.00am Monday 13<sup>th</sup> October 2025**

**Interviews will be held Wednesday 16<sup>th</sup> October 2025 in the afternoon.**

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.



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## **SUPERVISING PUBLIC EXAMINATIONS AT E.P.C.H.S**

Public examinations at Ellesmere Port Catholic High School take place each academic year and are currently held in December, January, February, May and June.

It is a requirement that public examinations in schools are supervised by adults who are not employed as teachers. We are seeking to recruit sufficient people to work with senior staff here to supervise the examinations which take place.

You would need to be available at different times during the periods above. The examination sessions vary in length each day and the number of invigilators needed varies.

The following provides some information to those interested in participating in this most important task. The pay for those involved will be £12.65 per hour.

Ellesmere Port Catholic High School has a long tradition of extensive care and support for its pupils. In helping to run the external examinations you will be contributing a great deal towards securing this at an important stage in the lives of the children we serve.

There are a number of qualities that are desirable as an invigilator. You may wish to consider how you can meet the requirements in the enclosed Person Specification as well as considering the duties required in the Job Description. We hope they provide a taste of what being an invigilator will involve.

For your information most examinations requiring large numbers of invigilators last around two hours, with examinations involving smaller numbers of pupils sometimes extending beyond this. Morning sessions will begin at 8.45am with the examinations starting at 9.00am. Afternoon sessions will begin at 1.15pm with the examinations starting at 1.30pm. Invigilators will be paid from 8.45am or 1.15pm.

A training session will be held at the school on a date and time to be arranged.

Anyone employed by school to work with students must be criminal checked through the Disclosure and Barring Service.

We hope this information enables you to decide whether you can commit yourself to this important work.



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## EXAMINATION INVIGILATOR JOB DESCRIPTION.

<b>Title:</b>	Examinations Invigilator
<b>Department/ section:</b>	Examinations Office
<b>Reporting to:</b>	Curriculum Support Manager/Duty Senior Invigilator
<b>Liaises with:</b>	Academic Staff, Office Staff, Senior Invigilators and Students

### Main Purpose and Object:

- To invigilate a range of external, and occasionally internal, examinations.
- To ensure examinations are conducted in line with the regulations specified by the JCQ.
- To work flexible hours in order to meet the requirements of the school.

### Specific Duties:

#### General:

- To arrive at the examination venue 15 minutes prior to the start of each examination.
- To be present in the examination room 10 minutes prior to the start of each exam for a briefing from the Examinations Officer or Senior Invigilator.
- To ensure unauthorised personnel or pupils do not enter the examination room when papers are present.
- To act in a professional manner at all times.

#### Before the Exam:

- Assisting with setting-up examination venues by laying out stationary, equipment and examination papers in accordance with strict procedures.
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- Offering advice and guidance to unregistered candidates without allocated seats.
- Ensuring that candidates do not talk once inside the examination venue.
- To ensure that students bring only the following equipment into the examination room:

***Clear plastic wallet or clear pencil case, Pens, pencils, rulers, eraser, pencil sharpener or other equipment listed for the specific examination. A clear bottle, label removed, which may only contain water.***



**During the Exam:**

- Dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- checking attendance.
- To report any breaches of examination standards to the Examinations Officer immediately.
- Recording details of late arrivals.
- Escorting candidates from venues during the examination as required, and supervising candidates whilst outside examination venues.
- To be vigilant but not obtrusive.
- To patrol the examination room.

**After the Exam:**

- Collecting and collating scripts in accordance with strict procedures.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and silent manner.

**Additional:**

- To attend training and briefing sessions as and when required.
- To comply with requests issued by the Headteacher, Director of Learning and Support, Director of Care & Engagement, SENCO, Examinations Officer or Senior Invigilators.
- Any other duties reasonably issued by the Headteacher, Director of Learning & Support, Director of Care & Engagement or Examinations Officer.
- Assisting with the examination arrangements for students with special needs (for example setting up and administering examinations in your own room, recording particular requests by candidates during the examination, providing 1:1 support for students with reader and/or scribe Access Arrangements).

Notwithstanding the detail in this job description, in accordance with the School's/Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job

**IMPORTANT****THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced Disclosure and Barring Service check and online search.



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## EXAMINATION INVIGILATOR PERSON SPECIFICATION

Governors are seeking to appoint an Exam Invigilator who would:

- be enthusiastic and committed to the school
- have the ability to adapt to change
- have the ability to work closely with a wide range of other professionals in a supportive and constructive way
- be able to demonstrate a record of personal time management and possess the management skills necessary to direct others
- operate calmly and effectively within an environment which makes variable demands
- at all times operate in a professional and tactful manner, ensuring that any security requirements as required by Child Protection and Data Protection are adhered to
- have the ability to work as a member of a team as well as independently
- show initiative and self-motivation
- be aware of Health and Safety issues and implement these at all times

### Experience:

#### ***Desirable***

- Experience of working with young people (but not necessarily in a school environment).
- Supervisory experience

#### ***Essential***

- GCSE Maths and English equivalent at Grade C or higher
- Experience of communicating with people at all levels and the ability to communicate oral instructions clearly
- Good interpersonal skills and ability to give accurate attention to detail
- Flexibility
- Good preparation and organisational skills
- Ability to work to deadlines
- Professional appearance

### Training:

- Training in all aspects of invigilation will be given to the successful candidates.

### Physical Requirements:

- There are no physical requirements, but the successful candidate is expected to be in good health.

### Other:

- Enhanced DBS clearance and satisfactory references.

# Guidance for Applicants

## How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

## Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

## The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

## Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

# Contact Details:

1	2	3	4	5
Phone 0151 355 2373	HR Email Human.Resources@epchs.co.uk	Admin Email Admin@epchs.co.uk	Website www.epchs.co.uk	Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ



**“Great things happen when you care”**

PSALM 21:  
He asked for life and you gave it to him



**ELLESMERE PORT**  
**Catholic High School**

**Capenhurst Lane, Whitby, Ellesmere Port, CH65 7AQ**

**[www.epchs.co.uk](http://www.epchs.co.uk) | 0151 355 2373 | [admin@epchs.co.uk](mailto:admin@epchs.co.uk)**