

## VACANCY

# Exam Invigilators

Job Reference:	EXAM/INV/CLHS/210930
Required:	As soon as possible following clearances
Working Pattern:	Part-Time, Casual
Contract Type:	Permanent, Term-Time Only
Location:	Cardinal Langley RC High School, Middleton, Manchester, M24 2GL T: 0161 643 4009 / E: admin@clrchs.co.uk / W: www.clrchs.co.uk
Salary Grade:	Grade 2, Points 3-4 (£9.62 - £9.81 per hour)

We are seeking suitable candidates to join our team of exam invigilators.

These are permanent positions working on a casual, part-time basis to cover the key examination periods throughout the school year.

Please refer to the job description and person specification for more details of the role. You must show in your application how you meet the essential criteria in the person specification.

**To apply**, please complete the CES application form for support staff and email it to [recruitment@clrchs.co.uk](mailto:recruitment@clrchs.co.uk) quoting the job reference EXAM/INV/CLHS/210930 on the application form.

**The closing date for receipt of applications is 12:00 Noon on Thursday 30<sup>th</sup> September 2021.**  
**It is anticipated that interviews will be held during the week commencing 11<sup>th</sup> October.**

**Employer and other references:** You will need to be able to provide the name and contact details of two suitable referees. Your first referee should be your current employer or most recent employer if you are not currently in work (in a school, this will be the Headteacher). If you have any experience of working with children (paid or unpaid), please include this as one of your referees. We will contact your referees by email if your application is shortlisted so please provide an email address for them on the application form and give them your consent to provide the reference. Please note that we cannot accept references from family and friends.

**Qualifications:** At interview, you will be asked to produce evidence of any qualifications listed in the essential criteria of the person specification. This will be an original certificate issued by an accredited examination board or professional body.

**Identification:** To be appointed, you must be able to provide the following pieces of identification:

- A piece of official, photographic identification such as a Passport or Driving Licence Photocard.
- Verification of any name changes (Birth Certificate plus Marriage/Civil Partnership Certificate, Deed Poll, Decree Absolute/Civil Partnership Dissolution Certificate, etc.). This does not apply to a change of surname due to adoption before the age of ten.
- Proofs of Identification for your Disclosure and Barring Service check (please refer to the attached Valid Identity Documents for DBS). **These documents must confirm your name, current address and date of birth.**
- Recent evidence of current address: This should be an official document which confirms your name and current address and is dated within the last three months.
- Proof of right to work in the UK (please refer to the attached Right to Work Checklist).

Cardinal Langley RC High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this position is subject to an enhanced Disclosure & Barring Service (DBS) and background check and submission of a Rehabilitation of Offenders Declaration. You must agree to this and be able to provide the required identification / documentation listed above in order to be appointed to this post. If you cannot produce this within the given timescale, it may result in any offer of employment being withdrawn. Applicants are informed that if appointed to this post their contract of employment will be with Cardinal Langley RC High School Governing Board, which is the employer, and not the local authority.