



# ELLESMORE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

## Examination Invigilator

(Casual)

Grade 2, £10.50 per hour

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 to work 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 12.45pm for afternoon sessions. The duration of the exam sessions will vary. The 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 Strategic Data Manager or email: [steph.oscroft@epchs.co.uk](mailto:steph.oscroft@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. Please send completed forms to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk)

**Closing date 9.00am on Friday 24<sup>th</sup> February 2023. Interviews will be held Friday 03<sup>rd</sup> March 2023.**

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.

In partnership with the RC Diocese of Shrewsbury and Cheshire West and Chester Council