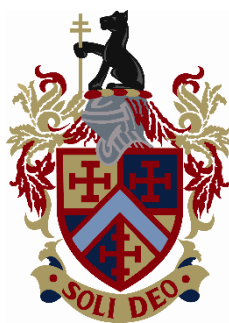


# Holy Cross Catholic Multi Academy Company (MAC)



*Achieving together in faith*

## Casual Examination Invigilator Application Pack



## Contents

1. Candidate Letter
2. Job Description and Personnel Specification
3. Applications must be made via the **My New Term** jobs portal

If you have any questions regarding this vacancy, please contact:

**Lorraine Innes**  
**Support Services Manager**  
**Bishop Ullathorne Catholic School**  
[lorraine.innes@hccmac.co.uk](mailto:lorraine.innes@hccmac.co.uk)  
**024 76 414515**



Holy Cross Catholic  
Multi Academy Company  
Achieving Together in Faith



Spring term 2026

Dear Candidate

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of **Casual Examination Invigilator** at Bishop Ullathorne Catholic School within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the online application form on My New Term. If you have any difficulties, please contact the school. The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

**Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.**

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. We are unable to accept CVs so please do not send us your CV.

The 'Relevant skills & experience' section of the online form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - tell us everything relevant to your application and complete all the sections on the form.

## **DATA PROTECTION**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Holy Cross MAC Academy reserve the right to check the validity and accuracy of your application if successful.

## **EQUAL OPPORTUNITIES**

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

## **WORK PERMITS**

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

## **DBS CHECKS**

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

**PLEASE NOTE** We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time. We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

Yours faithfully

A handwritten signature in black ink that reads "Boyle".

**Mrs Sarah Boyle**  
**Headteacher**  
**Bishop Ullathorne Catholic School**



## **Bishop Ullathorne Catholic School Casual Examination Invigilator**

Our school is currently seeking reliable, attentive, and professional **Casual Examination Invigilators** to support the smooth and secure running of our examinations.

This important role involves working closely with our experienced exams team and teaching staff to ensure that all examinations are conducted in accordance with established regulations and school procedures. You will play a key part in maintaining a calm, supportive, and well-organised environment, helping to safeguard the integrity of the examination process.

Responsibilities include supervising candidates, managing the distribution and collection of exam materials, ensuring a quiet and orderly atmosphere, and providing assistance to pupils in line with exam guidelines. You may also be required to help with routine administrative and organisational tasks to support the effective operation of the exams department.

This position is ideal for individuals who are dependable, professional, and able to remain composed under pressure. It is a valuable opportunity for anyone interested in gaining experience in an educational setting or wishing to contribute to the success and wellbeing of our pupils.

If you are committed, approachable, and interested in being part of a supportive school community, we would be pleased to hear from you.

Bishop Ullathorne Catholic School is part of the Holy Cross Catholic Multi Academy Company along with Cardinal Newman Catholic Secondary School and Christ the King, St Augustine's, St Thomas More, St Elizabeth's and St John Vianney Catholic Primary Schools which are all located in Coventry. Our Academy motto is "Achieving together in Faith".

# **Bishop Ullathorne Catholic School**

## **Job Description**

<b>Job Title:</b>	<b>Casual Examination Invigilator</b>
<b>Salary:</b>	<b>Grade 1 - Scale point 2 - £12.65 per hour</b>
<b>Responsible to:</b>	Exam, Data and Curriculum Manager
<b>Liaison with:</b>	Pupils, Teaching and Support staff

### **Job Purpose**

To assist the Examination Team in the smooth and efficient administration of examinations, specifically student invigilation, facilitating access arrangements and related tasks.

### **Main duties and responsibilities**

#### **Support for the examination process:**

- To work with the Examination Team to ensure the successful operation of the examination process in school.
- To be familiar with the guidance for invigilators and instructions provided for conduct of the examination by the Examination Officer and/ or relevant Examination Board.
- To supervise the admission of candidates into the examination room and to help them find their allocated seats quietly and efficiently.
- To distribute question 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 and ensure that a clock, visible to all candidates is in the examination room and Examination Board instructions for candidates are displayed in line with legal requirements.
- To ensure any minor behaviour issues are dealt with in accordance with school policy, report any breaches of the Examination Code of Conduct to the Examination Officer immediately and make a record of the problem in the examinations incident book.
- To ensure the examination room is clear and tidy for the next session and to check examination desks for any graffiti.

#### **Support for candidates:**

- To supervise candidates in a quiet and unobtrusive manner to ensure that the regulations on conduct, communication etc. are strictly observed.
- To facilitate access arrangements for candidates, for example, as a reader, scribe etc.
- To respond to candidates' queries in accordance with examination regulations.

- To provide candidates with additional paper and/ or equipment as necessary and in accordance with examination board regulations.
- To escort and supervise candidates who may need to leave the examination room in an emergency.

**Support for the School:**

- 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 an appropriate person.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Any other related duties as may arise.





## Bishop Ullathorne Catholic School

### Person Specification: Casual Examination Invigilator

<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Literate and numerate</li> </ul>	Application form
<b>Catholic background</b>	<ul style="list-style-type: none"> <li>Support for the Catholic ethos of the school</li> </ul>	Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Attention to detail</li> <li>Effective communication skills and ability to relate to people at a variety of levels (internal and external to the school)</li> <li>To possess a caring and understanding approach</li> <li>Adaptable/ flexible</li> </ul>	Application form and interview
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> <li>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> </ul>	DBS checks  DBS checks

## **Safer Recruitment at Bishop Ullathorne Catholic School**

Bishop Ullathorne Catholic School is part of Holy Cross Multi Academy Company, has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain an Enhanced Disclosure and Barring Service (DBS) check and where relevant, a childcare disqualification check.

Any offer of employment will be subject to satisfactory pre-employment checks including two suitable references, evidence of Right to Work, medical clearance and where applicable a prohibition check and evidence of qualifications. All successful candidates will be required to present their birth certificate along with evidence of any name changes.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information can be found in the DBS filtering guide.

This post is covered by Part 7 of the Immigration Act (2016). Therefore, the ability to speak fluent and spoken English is an essential requirement for this role.

An online social media check will also be carried out as part of due diligence on all conditional offers of employment.

