



RECRUITMENT PACK

Examination Invigilator

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WELCOME FROM FRANCESCA LORD, HEADTEACHER

Dear Applicant,

Welcome to the family of All Saints’.

It is both a privilege and a blessing to serve as Headteacher of All Saints’ Roman Catholic High School. Our mission is clear and deeply rooted in faith — to deliver a world-class Catholic education for all and to be the beating heart of the Catholic community in the Rossendale Valley.

At All Saints’, we believe that every child is made in the image of God and possesses unique, God-given gifts and talents. Our role as educators is to nurture those gifts — spiritually, morally and intellectually — so that every young person can truly “let their light shine.”

This is an exciting moment to join our school as we have just moved into our brand-new, purpose-built building, designed to provide state-of-the-art facilities that inspire teaching, learning and worship. It will be a space where our Catholic mission is not only lived but seen — from our beautiful St Theresa of Avilla Space to our exceptional classrooms and specialist facilities for every subject. You will be part of a new chapter in the life of All Saints’, helping to shape our future and the lives of the young people we serve.

We are immensely proud that our recent Catholic Schools Inspection (June 2025) judged All Saints’ to be a Good Catholic school, recognising “the exemplary leadership of the headteacher and deputy headteacher” and the way in which “the school’s distinctive Catholic mission has created a strong sense of community and inclusive welcome.” Inspectors praised our “outstanding pastoral care” and the fact that “students are known and loved.” They described a school where “teachers believe in us and won’t let us fail.”

Our community is built upon the Gospel values of love, truth, justice and peace. These values guide everything we do — in the classroom, in prayer, and in service to others. We are proud of our inclusive and caring ethos, our strong pastoral support, and our commitment to ensuring every student is known, loved, and able to flourish. Staff speak often of the genuine family feel at All Saints’ — a school where colleagues support one another, where faith is lived, and where professional development is encouraged and celebrated.

To work at All Saints’ is to join a team united by purpose and joy — a team that believes passionately in Catholic education and in the transformative power of excellent teaching. As part of the Romero Catholic Academy Trust, you will benefit from strong collaboration, professional learning opportunities, and the chance to contribute to a vibrant and growing Catholic network.

Thank you for your interest in joining our family, I wish you every success in your application.

Yours faithfully,

Francesca Lord

WELCOME FROM RACHEAL WILSON, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

Thank you for your interest in joining our school community. We are delighted that you are considering applying for the role of Examination Invigilator at All Saints Roman Catholic High School.

As Chair of Governors, I am proud to represent a governing body that is deeply committed to ensuring every student receives the highest quality education and the best possible opportunities to thrive. Our community is built upon the Gospel values of love, truth, justice, and peace, and we share a common ambition to help young people achieve their full potential—academically, socially, and personally.

Our recent Catholic Schools Inspection (June 2025) judged All Saints to be a Good Catholic school, which reflects the dedication and hard work of our staff and the strength of our ethos.

If you share our passion for education and want to make a meaningful difference in the lives of young people, we would be delighted to receive your application.

Thank you once again for considering All Saints High School. We look forward to the possibility of welcoming you to our team.

Yours faithfully,

Racheal Wilson

JOB ADVERT

EXAMINATION INVIGILATOR

PART TIME, CASUAL CONTRACT

NATIONAL LIVING WAGE

RESPONSIBLE TO: EXAMINATIONS OFFICER

MAIN LOCATION: ALL SAINTS' RC HIGH SCHOOL

REQUIRED TO COMMENCE 01/05/2026 OR AS SOON AS POSSIBLE.

All Saints' RC High School is a thriving, faith-filled community where Gospel values are lived out daily through the school's motto: "Let your light shine." As recognised in the 2025 Catholic Schools Inspectorate report, the school provides a "strong sense of community and inclusive welcome" rooted in exceptional pastoral care and a deep commitment to every child, especially the most vulnerable. Staff and students alike speak of belonging to a family where each individual is "known, valued, and loved." The school serves the Catholic community within the Rossendale Valley and has strong partnerships with its seven Catholic feeder primary schools.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of All Saints' RC High School, are seeking to recruit enthusiastic and organized people to join our Examination Invigilator Team. You will be employed on a casual basis to supervise pupils taking end of year, mock and actual GCSE exams, as necessary throughout the year (hours are variable depending upon the exam timetable).

We are looking for someone who: -

- Has flexibility in working hours
- Good organisational skills
- Reliability and punctuality
- Willingness to work as part of a team
- Good interpersonal skills and ability to relate to students

Previous experience of working in a school environment is desirable, but not essential as full training will be provided at a paid training event, which all Invigilators must attend. Invigilators will need to be available for between 3 – 5 days per week, during the peak exam periods.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position, please contact the school office by emailing office@allsaintshigh.lanc.sch.uk or by phone 01706 213693

Please apply through MyNewTerm via the link <https://mynewterm.com/jobs/147565/EDV-2026-ASRCHSVA-65644>

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Midnight Wednesday 1 st April 2026
Shortlisting Date	Thursday 2 nd April 2026
Interview Date	TBC w/c 20 th April 2026

EXAMINATIONS INVIGILATOR

JOB DESCRIPTION

JOB PURPOSE

Under the direction of the Examinations Officer, to undertake the prescribed duties set out below to the agreed quality standards.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

- Assist with the setting up of examinations – organising stationary/equipment and exam papers
- Assist pupils prior to the start of the exams by helping them find their seats
- Ensure pupils are aware of rules regarding possessions permitted in examinations
- Ensure exam papers and booklets are collected and counted and returned to the Exams Officer
- Report any cases of malpractice to the Exams Officer
- Supervise the exit of pupils from the examination room

Additional:

To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

EXAMINATIONS INVIGILATOR

HOW TO APPLY

If you would like to find out more about the position, please contact the school office on 01706 213693 or office@allsaintshigh.lancs.sch.uk.

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