



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

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

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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 £9.25 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 8.50am with the examinations starting at 9.05am. Afternoon sessions will begin at 12.45pm with the examinations starting at 1.00pm. Invigilators will be paid from 8.50am or 12.45pm.

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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