



## Bishop Hogarth Catholic Education Trust



### The English Martyrs Catholic School and Sixth Form College

## Exam Invigilators

Band 4

SCP 4

£11.98 per hour

Closing Date – Open  
ended

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check. The school will consider carrying out an online search as part of the due diligence on shortlisted candidates.

The English Martyrs Catholic School and Sixth Form College works closely with other Academies in the Bishop Hogarth Catholic Education Trust and we may ask you from time to time to be based at another Academy within our Trust.

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The English Martyrs Catholic School and Sixth Form College works closely with other Academies in the Bishop Hogarth Catholic Education Trust and we may ask you from time to time to be based at another Academy within the Trust. The Directors of Bishop Hogarth Catholic Education Trust and Governors of English Martyrs are seeking to appoint Exam Invigilators.

We require individuals to work on a casual basis during our busy examination periods. Hours are flexible by agreement.

Invigilators will be required to assist in the supervision of students taking examinations and will ensure that they are conducted in accordance with regulatory requirements.

Working as a team, invigilators contribute to ensuring a calm environment for the exams, giving candidate's confidence in the process. The public examination period is May and June, however, Invigilators will be required to attend during the year for training and to assist with internal exams.

Readers/Scribes are required to support individual students by reading aloud and/or transcribing verbal answers to examination questions. Good spoken and written English are essential for this role.

Previous experience of invigilation would be advantageous but not essential. You must be reliable and punctual, highly flexible, able to relate to learners of all abilities and be comfortable in a high-pressure environment. It's a part-time role, but one that can make a real difference.

For further information please contact Margaret Harris, Exams Officer on 01429 273790.

Applications are available from [www.bhcet.org.uk/vacancies](http://www.bhcet.org.uk/vacancies) and should be returned to [recruitment@ems.bhcet.org.uk](mailto:recruitment@ems.bhcet.org.uk) or by post to The English Martyrs Catholic School and Sixth Form College, Catcote Road, Hartlepool, TS25 4HA.