

**Head Teacher**

N.Fisher MA, BA(Hons), PGCE, NPQH

**Deputy Head Teacher**

D.Evans BEng(Hons), PGCE

**School Business Manager**

S.Goddard DSBM



Halcot Avenue, Bexleyheath, Kent DA6 7QB

**Telephone:** 01322 553236

**Email:** [office@st-columbas.bexley.sch.uk](mailto:office@st-columbas.bexley.sch.uk)

**Website:** [www.st-columbas.bexley.sch.uk](http://www.st-columbas.bexley.sch.uk)

**Twitter:** @stcolumbasCBS

## EXAM INVIGILATORS

St Columba's Catholic Boys' School is a small Catholic comprehensive school for boys aged 11 – 16 in the London Borough of Bexley. The school's ethos and vision is that every member of our school community is a unique and special creation of God.

We are looking to appoint Examination Invigilators to oversee our examinations starting with the sessions which will take place between 8 November and 19 November 2021. There will be a training session on the morning of Thursday 4 November 2021. Invigilators play a vital role in the smooth running of examinations and we are seeking candidates who are reliable, punctual, who can follow instructions (as laid down by Exam Boards and the School), work under pressure and can relate to and motivate students.

The role is paid at £9 per hour and the requirement will vary depending on the examination timetable.

To apply for this position please download and complete the Support Staff Application Form from the website – <http://st-columbas.bexley.sch.uk/information/vacancies> Completed forms should be emailed to [bse@st-columbas.bexley.sch.uk](mailto:bse@st-columbas.bexley.sch.uk)

References will be requested for those short listed ONLY and prior to interview. Only those shortlisted for interview will be contacted.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory Disclosure and Barring Service check and other employment checks.

The school is committed to equality and diversity in employment practice and service delivery.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements.

Closing date: 12:00 mid-day Friday 15 October 2021

Interviews: To be arranged

*Our school is an inclusive place of learning that celebrates and welcomes diversity. Every member of our community is a unique and special creation of God and is known, cared for and valued for the contribution they make. Every student is challenged and supported to achieve his best.*

