



St Wilfrid's Catholic School Crawley, West Sussex

Exams Invigilator £8.70 per hour Plus Crawley Weighting May 2018

St Wilfrid's Catholic School is looking for an Examinations Invigilator to join us. Training will be provided, however experience of working with young people would be an advantage.

This role will suit applicants looking for flexible working hours in school with emphasis on being available during the busy examinations season. The role of invigilator involves supervising examinations according to examination board Regulations, distributing question and answer papers, ensuring that the students enter and leave exam halls calmly, and dealing with student queries. Invigilators are expected to approach the job in a serious and professional manner with emphasis on punctuality and reliability. They should also have the ability to communicate effectively with people.

The role is a casual contract, so hours and days will vary dependent on operational need, however availability between the hours of 8.30am and 3.30pm is required.

The successful applicant should be professional and flexible, with good spoken and written English. Applicants should be reliable and possess a calm but firm approach.

The strength of community at St Wilfrid's is a strong one based upon mutual respect. The staff work incredibly hard and are prepared to go the extra mile for the students in their charge. Our students are amazing and they contribute enormously to making the school such a welcoming and productive place.

Closing Date: 9.00 am Monday 25 February 2019

Interview: W/c 25th February 2019

Any successful applicant will be required to undertake a DBS check at an Enhanced level.

February 2019



St Wilfrid's Catholic School

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Headteacher: Michael Ferry BEd (Hons) MA NPQH

Diocese of Arundel & Brighton and West Sussex County Council

February 2019

Dear Candidate

Thank you for showing an interest in this post. In helping you to decide if St Wilfrid's is the right school for you, here are some thoughts:

St Wilfrid's has an extremely strong reputation in the community and as such, we are heavily oversubscribed with waiting lists in all year groups. We are a 5-form entry Catholic School with 765 students in Year 7-11 and 196 students in our Sixth Form.

The students love their school and staff love working here. In our recent Section 48 inspection, where we were rated "Outstanding", the inspectors commented, "in every interview the word "community" was one of the defining characteristics of St Wilfrid's". The quotes below are from staff members who have recently joined us:

"I am currently in my second year at St Wilfrid's after joining as an NQT in September 2017 and have loved teaching here. The staff here are very welcoming and are always happy to offer advice and support. St Wilfrid's strong school community spirit is what sticks out the most and the money raised each year for the school charities is exceptional. St Wilfrid's Catholic school is a fantastic school to be a part of and the consistent positive atmosphere makes for a great working environment."

B Middleditch (Geography)

"I was surprised by how quickly I settled into school life at St Wilfrid's. The staff have been so welcoming and friendly, it's like I've been here for years already. The culture and ethos of the school is well established across all areas of school life and it has been a delight to get to know my students so well. Being immersed into a small community with an encouraging team has allowed me to get involved in many different activities around the school, and develop my practice in new ways."

L Spence (Maths)

"I knew after ten minutes of walking round St Wilfrid's that it was a special place and, since working here, my opinion hasn't changed. I instantly felt part of a community, thanks to the friendly and supportive staff who have created such a lovely working atmosphere. Students are kind and respectful and staff take pride in providing a positive and rewarding environment for them. It's a pleasure to come into work every day."

R Donnelly (MFL)

Students at St Wilfrid's make "above average" progress and our reputation for this is countywide. We are determined to do even better.

If you are someone who wishes to work in a community which is inclusive and where every member is treated with dignity and respect then St Wilfrid's is the place for you.

If you require any further information, please contact the Head's PA, Sarah Minnis at s.minnis@stwilfrids.com.

Yours sincerely

Michael Ferry
Headteacher