‘Weaverham High School is a wonderful place to learn’ OFSTED 2020

Weaverham High School is a vibrant, thriving and successful school where every member of our community feels valued, safe and supported to ensure they surpass their potential. We celebrate uniqueness and see individuals. We understand that our pupils have hopes and dreams, challenges and barriers and it our privilege to celebrate their worth and their potential. We want every child to enjoy their own journey of discovery, acquire a thirst for knowledge, creativity and imagination and develop a love for their learning. We want pupils to leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and leadership experience they need to thrive in the world.

Our staff work tirelessly to ensure individual barriers are overcome and pupils are challenged and supported in equal measure.

We nurture talent, ability and ambition with energy, creativity, determination, relentless kindness and high expectations.

“Be the best version of you”

Exam Invigilator

Weaverham High School is looking to appoint casual Exam Invigilators.

Training will be given for this position as it is important to follow precise examination board instructions. You must be reliable, punctual and trustworthy and able to work within our normal school hours.

The pay is £13.45 per hour (Spinal Point 4) Casual Contract – . Hours flexible between 8.30 and 4.00pm. The duration of examination sessions will vary depending on the subject being taken.

If you have questions about the role, please feel free to contact Lisa German, Exam Officer, on 01606 852120.

How to apply

Please complete the school application found on mynewterm https://mynewterm.com/school/Weaverham-High-School/149614 as fully as possible and explain any gaps in your employment history. We place the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes, including online searchers for shortlisted candidate. The successful applicant will require an enhanced Disclosure and Barring Service check. Please note it is the practice of the governing body to take up references of all longlisted candidates. If this presents a problem please make this clear in your application.

For further information email jobs@weaverhamhighschool.com

Closing date 9am 4th December 2026

Applications may close before the deadline, so please apply early to avoid disappointment

Headteacher: Clare Morgan
Tel: 01606 852120 Fax: 01606 854033

www.weaverhamhighschool.com

CHESHIRE WEST AND CHESTER BOROUGH COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	Exam Invigilator (Secondary School)	JOB REF NO	AAAE5132

BASIC JOB PURPOSE

Undertake examination invigilation as required for KS3, GCSE, external examinations and internal assessments / tests in accordance with the requirements of the relevant Examination Board and the Schools procedures.

MAIN RESPONSIBILITIES

NO	
1	Assist with checking, preparation and set up of exam rooms, prior to arrival of pupils
2	Check identity of candidates, complete attendance registers and distribute examination papers
3	Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions throughout.
4	Assist candidates as appropriate with additional supplies of paper and stationery.
5	Monitor the efficient timing of the exam to required standards
6	Collect, check in and maintain integrity of examination papers at the end of the exam.
	Notwithstanding the detail in this job description, in accordance with the Schools / Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher / Governing Body from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the County of Cheshire.

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: EXAMS INVIGILATOR **JOB REF: AAAE5132**

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	5 X GCSE'S	-	APP. FORM
Experience	WORKING IN SCHOOL ENVIRONMENT	ADMIN EXPERIENCE	APP. FORM / INTERVIEW
Job Related Knowledge	KNOW. OF SCHOOL EXAM PROCESS	-	
Skills and Aptitudes		ORG. SKILLS GOOD COMM. SKILLS	INTERVIEW
Other Requirements			

Cheshire West Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.