



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

The following posts are available for support staff at this successful High School, to start as soon as possible:

Exam Invigilator (Casual Hours)

Grade 2 SCP 3, £24,027 per annum (Pro Rata. £12.45 per hour)

Purpose: We are seeking dedicated and reliable Exam Invigilators to join our team. The successful candidates will assist the Exams team in ensuring the smooth running of all examinations, maintaining the highest standards of integrity and security in exam environments.

Key Responsibilities

- Ensure the fair and proper conduct of exams in a conducive environment for pupils.
- Assist with the setup of exam venues, including laying out stationery and exam materials.
- Supervise and manage student conduct during exams, ensuring all exam regulations are followed.
- Address any student queries or exam irregularities as per exam procedures.
- Record and manage attendance, monitor student behaviour, and handle late arrivals or early leavers.
- Collect and secure exam papers at the conclusion of each exam.
- Supervise students during toilet breaks and exam timetable clashes.

Person Specification

We are looking for individuals with the following attributes:

- **Interpersonal skills:** Strong communication and organisational skills are essential;
- **Approachable & Patient:** You must be able to calmly manage students in high-pressure situations;
- **Committed to Safeguarding:** Demonstrates a commitment to safeguarding young people and ensuring their welfare at all times;
- **Team Player:** Willing to work as part of a team, with a positive, 'can-do' attitude.

Qualifications

Experience in exam invigilation or administration – desirable but not essential.

Cannock Chase High School is an 11–19 mixed comprehensive school with around 1070 students on roll. Students and staff are warm, open and supportive to one another and proud of their school. We were judged as 'good' in our most recent Ofsted inspection and behaviour was described as 'exemplary'. Mutual respect is a key feature of our relationships here.

Please refer to the following documentation, when completing an application for this post:

1. Application Guidance Notes;
2. Job Description and Person Specification.

A successful application will include:

1. A completed School Application Form;
2. A Letter of Application (of no more than two sides of A4), outlining how your skills and experience to date meet the requirements of this post.

Cannock Chase High School is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) clearance.

The job description and person specification are available from the Headteacher at the school or via the website: www.cannockchasehigh.com/Jobs-at-CCHS. All applications must be on the school Application Form (which is also available from the school or via the website), CVs alone are not acceptable. Completed applications are to be e-mailed to Iain Turnbull, Headteacher, at headteacher@cannockchasehigh.com.

Closing date: **Friday 25 April 2025, 3.00pm (Interviews to be held Week Commencing 28 April 2025)**

Headteacher: Mr I Turnbull, BEd (Hons), NPQH

A company limited by guarantee, registered in England and Wales, number 07727974.

Hednesford Road, Cannock, Staffordshire WS11 1JT Tel: (01543) 502450

Website: www.cannockchasehigh.com E-mail: headteacher@cannockchasehigh.com

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RESILIENCE