



Contact Us

We warmly welcome visits to the school. For specific questions about the role and/or to request a visit, please contact the Exams office on

Email – exams_hchs@emmausmac.com

Phone – 01562 883193

Online – www.emmausmac.com

Please note, we will only accept applications submitted through My New Term.

Closing Date: Thursday 15th October 2026 (we may bring forward the application closing date, depending on volume of applicants, therefore please apply ASAP)

Interview Date: w/c Monday 19th October 2026

EMMAUS
CATHOLIC MAC
Our journey with Christ

We are recruiting for Casual Lead Exam Invigilators

Required A.S.A.P

Salary: Grade 5 SCP 7-11, £14.13 per hour

Casual contract by negotiation during examination seasons – as and when required

Hagley Catholic High School is proud to be **ranked among the Sunday Times top ten performing comprehensive schools** in the West Midlands and benefits from a thriving Sixth Form. Our strong reputation is built on excellent academic outcomes, a supportive community, and exceptionally low staff turnover, creating a stable and fulfilling environment in which colleagues can grow and flourish.

Hagley Catholic High School are looking to recruit Casual Lead Examination Invigilator's to be responsible to the Examinations Officer for the supervision and administering of exams/assessment process. Successful candidates will be familiar with and conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Hagley Catholic High School instructions. They will play a key role in upholding the integrity of the examination/assessment process and be readily available to support the school during the main examination periods.

Please refer to the job description and person specification for further details. Training will be provided and experience is required for this role. Our teachers and support staff are talented, professional, supportive, caring and ambitious to achieve success.

Putting our children and young people first, always.

“Forming Christ-centred pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.”

We welcome applications from both Catholics and non-Catholics but expect all employees to support the Catholic ethos and values of the school. If you meet the requirements of the job description and person specification and feel that you could make a positive difference to our school, then we can't wait to receive your application.

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Effective from September 2022, KCSIE states as part of the shortlisting process school and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior to or during the interview.



THE ARCHDIOCESE of BIRMINGHAM



**HAGLEY CATHOLIC
HIGH SCHOOL**
SEMPER FIDELIS