



St. Bernard's Catholic High School
Herringthorpe Valley Road
Rotherham
S65 3BE
Tel: 01709 828183
<https://www.sbch.org.uk>

Job Title: Exams Invigilator
Contract: Casual contract
Start Date: April 2026
Salary: Band E, SCP 7, £13.68 per hour
Reporting to: Examinations Officer
Closing Date: Friday 20 March 2026 at 9am
Interviews: Wednesday 25 March 2026 from 8.30 -10am

We are delighted that you are considering applying for the Exam Invigilator role at St. Bernard's Catholic High School, within the St Francis Catholic MAT. This is a truly exciting time to be joining St Francis as a new Catholic Trust of 14 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

St Bernard's Catholic High School is a popular and over-subscribed 11-16 academy in Rotherham. We are a Catholic Academy, part of the St Francis MAT, with a wide catchment area, welcoming students of all faiths and denominations.

The Governors of St Bernard's Catholic High School are seeking to appoint an Exam Invigilator on a casual basis.

We are looking for an Exams Invigilator who:

- Will provide support to the Examinations Officer with the day-to-day operations of examination venues.
- Is well organised with excellent communication and interpersonal skills
- Will support and contribute to the Catholic life of St Bernard's community.

We will offer you:

- A good school with a strong Catholic ethos and excellent community and parish links
- A caring and positive working environment
- Enthusiastic and confident children who enjoy all aspects of school life
- Effective, supportive and dedicated staff, governors and parents



Tel: 01709 914070 | Email: admin@stfrancismat.com | www.stfrancismat.com
Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



How To Apply:

Please visit <https://stfcmat.com/vacancies/> to obtain the Exam Invigilator Recruitment Pack or please visit www.sbch.org.uk/menu/vacancies

Please complete all relevant documentation by the closing date of **Friday 20 March 2026 at 9am** and send to Sally Hofmann, St Bernard's Catholic High School, Herringthorpe Valley Rd, Rotherham, S65 3BE or email jobs@sbch.org.uk

Please note that **only** completed Catholic Education Service application forms will be accepted.
NB if successful for interview, references will be required prior to this date.

St Bernard's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a DBS form in line with Section 115 of the Police Act 1997.

