



St. Richard's Catholic College

A National Teaching School, a National Support School and a High Performing Specialist Science College



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Principal: D. Cronin, N.P.Q.H., M.A., B.Ed.

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Dear Applicant

Thank you for showing an interest in the post of Examinations Invigilator at our college. This post is to cover both public and internal examinations. I hope the details provided will encourage you to make an application. St Richard's is a wonderful place to work. You will be welcomed into a supportive community.

The college roll is at present 1004. The college enjoys an excellent reputation in the community and our numbers for admissions are over-subscribed each year. The examination results (2015-16) were 87% 5 or more A*-C grades in all subjects and 82% 5 or more A*-C grades including English and Maths. Our last OFSTED inspection (2006) rated the school as outstanding as did our most recent Diocesan Inspection (November 2013). Visitors to the college often comment on our 'strong' family atmosphere and supportive ethos. Pupils are positive, respectful and fully engaged in their learning. They enjoy coming to school and each is encouraged to develop to the full. Ours is a 'can do' culture with the belief that everyone can achieve. We are a National Teaching School and a high-performing Specialist Science College, with Leading Edge status, as well as International Schools status, Gifted and Talented Lead School status and Fairtrade status. We are also a strategic partner in the Sussex maths hub. We are ambitious to become one of the best schools in England.

The successful candidate will be responsible, calm under pressure and able to remain vigilant for long periods of time. The position requires good interpersonal skills and strong attention to detail. The ability to communicate with young people, whilst maintaining a degree of authority is essential. Full training will be given.

If you feel you could make a valuable contribution to the invigilation team then I look forward to receiving your completed application form with a supporting letter by Friday, 24th March.

Yours sincerely

Miss D Cronin
Principal

