



RATCLIFFE
COLLEGE



Appointment of

EXAMINATION INVIGILATORS

Begin Here, Go Anywhere!

CONTENTS

3

Headmaster Introduction

5-6

About Ratcliffe College

9

The Benefits

11-13

Job Description and Person
Specification

4

Our Mission and Vision

7

Academic Excellence

10

The Role

14-15

How to apply / Ratcliffe Terms

HEADMASTER INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team, as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,
Headmaster.





OUR MISSION

With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God's creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students' intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students' needs and aspirations. Our students' moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

OUR VISION

Here at Ratcliffe College, the notion of encouraging big ideas is something that goes right back to our Rosminian heritage also, and it sits firmly at the heart of our school today. Ratcliffe is a place where you are never on your own, someone has always got your back, we believe in bringing people together and supporting their ambitions. We believe that when you encourage a young person to think big, you encourage them to be their very best; both inside and outside of the classroom.

[View our Strategic Development Plan](#)

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is an HMC and IAPS, Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

Ratcliffe is organised on a Year basis in the Senior School. Individual Year Groups are led by a Head of Year, assisted by a team of Form Tutors.

The Senior Leadership Team comprises:

- **Headmaster**
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**
Mr J Rainer, BA, MA
- **Assistant Head Academic**
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**
Mr B Harrison, BA
- **Head of Preparatory School**
Mrs S Minford, BA, MA
- **Deputy Head of Preparatory School**
Mrs M Markham, BMus
- **Director of Finance and Operations**
Mr C Bellamy, HND
- **Director of Safeguarding**
Mr J Masterton

There are circa 300 staff at Ratcliffe College, with the Support Staff Team led by the Director of Finance and Operations.

Boarding Community

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive. Boarding at Ratcliffe provides a world of opportunities and benefits to support students alongside their studies, with a wide breadth of trips and boarding activities available during the week and at weekends.

Boarders' are drawn from both the United Kingdom and many other parts of the world, including a cohort of GCSE students (Academy players) who attend as part of our partnership with Leicester City Football Club.

The College also runs several short-term International boarding programmes throughout the year, including 3-4 Immersion taster experiences and annual Summer School delivered by Ratcliffe staff.

All students, boarding or day, are assigned to a Form Tutor who oversees their day-to-day academic and pastoral progress. Boarding students are additionally supervised by the boarding staff team.



We witnessed calm classrooms with engaged students working independently, or in covert huddles.

The Good Schools Guide

The detailed co-ordination and monitoring of boarding arrangements are the responsibility of the Deputy Head Pastoral (Mr J Rainer), with the support of the Assistant Head, Boarding (Mr J Estevez) and Housemistress (Mrs L Webster), all of whom live on site with their families. Whilst the Senior School is divided horizontally into Year Groups, the College community as a whole is cohesive, helped by the fact that the main school building houses a number of subject departments, as well as living and recreational areas.

Co-Curricular Opportunities - The 'Big Six'

The College operates a ten-day timetable of lessons over two weeks, from Monday to Friday (there are no Saturday morning lessons), but many day students remain after lessons have finished to do their prep under supervision or participate in the vibrant co-curricular activities programme. There is also a programme of activities each weekend, including Saturday inter-schools' sports fixtures. Most boarders remain resident in school throughout the weekend, and attend Sunday Mass in the College's beautiful chapel, as well as attending the Boarding Community Trip held every Sunday.

Balancing the academic programme, co-curricular activities provide many opportunities for the students to

participate in wider school life and contribute to their personal development. Sport, Music, Drama, Combined Cadet Force, the Duke of Edinburgh's Award Scheme and Caritas are all extremely popular, in addition to which there is a full and varied programme of lunchtime and after-school activities, together with a variety of Sixth Form clubs on offer.

The quality of the programme is outstanding, and is a significant part of what makes Ratcliffe different or special as a school.

A number of educational day and residential visits annually enhance the educational experience that students receive, while Activities Week in the last week of the Summer Term exemplifies perfectly the College's commitment to educating children for life.

”

Co-curricular offering is the lifeblood of the College. Pupils say they are never bored.

The Good Schools Guide

“





ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 1% nationally for value added results at A Level.

A Level results achieved in 2024:

- 90% of all A Level grades were A* - C
- 40% achieved A*/A, with a pass rate of 99.5% overall.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.



ISI Independent
Schools
Inspectorate

Ratcliffe College has been judged 'Excellent' in all areas (ISI Inspection, 2022).

Read the full Inspection Report [here](#).

PLENITUDO



THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



Virtual Campus
Tour



Free lunch and beverages

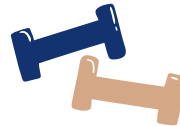


Free parking on-site



Wellbeing

- Free social events
- Access to on-site Medical Care
- Free telephone health line



Sport and Leisure

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)



EXAMINATION INVIGILATORS

THE ROLE

Ratcliffe College is seeking to appoint Examination Invigilators to join our friendly team in October 2025 on a casual basis. No previous experience is required as full training, including a period of shadowing, is provided along with annual update sessions. The role requires excellent organisational skills, flexibility, diligence, and attention to detail to ensure the fair and proper conduct of all examinations which take place within the College.

We ask that invigilators are available to work some shifts during each examination season; however, we welcome applications from candidates that may already have regular commitments on fixed days. The examination seasons are typically two weeks early to mid-November; two weeks February/March and the main summer season from early May to late June. There are also ad hoc dates, including some Saturdays for the Cambridge English examinations.

All successful candidates will need to be available for an induction session on the morning of Thursday 9th October 2025 and to undertake some shadowing during the Year 11 GCSE Mock examinations which are from the 3rd - 14th November 2025.

In addition all successful candidates will be required to work sessions during the following 25/26 exam periods:

- 9th February - 27th February 2026 (inclusive) - Year 13 A Level Mock examinations
- 7th May - 26th June 2026 (inclusive) – Summer Examination period



JOB DESCRIPTION

Examination Invigilator

Department: Examinations Office

Responsible to: Examination Manager

Reporting to: Examinations Office Staff

Accountable to: Senior Deputy Head

Liaises with: Academic staff, school administrators and students

Job purpose:

To ensure the fair and proper conduct of examinations in an environment that enables a student to perform at their best, supporting all examinations staff with the day-to-day operation of examinations held within Ratcliffe College.

Successful candidates should be available to work some shifts in each examination season.

Specific Duties:

- To assist with the setting up of examination venues by laying out stationery, equipment, and examination papers in accordance with strict procedures.
- To follow and enforce examination procedures and rules, as per the Joint Council for Qualifications (JCQ) regulations.
- To assist candidates prior to the start of the examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- To ensure that candidates do not talk once inside the examination venues.
- To invigilate during examinations.
- To invigilate students on a one-to-one basis, if required. This may involve acting as a reader and/or scribe and may necessitate the use of a laptop.
- To deal with queries raised by candidates and deal with examination irregularities in accordance with procedures.
- To check attendance during examinations and record details of late arrivals.
- To escort candidates from venues during the examination as required and supervise candidates whilst outside examination venues.
- To escort candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- To collect, collate and deliver scripts at the end of the examination in accordance with strict procedures.
- To supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- Delivery of materials to and from venues as appropriate. This may involve an element of lifting.
- Starting and finishing examinations.

General

- Attendance at update meetings is required to ensure knowledge and skills are kept up to date.
- Attendance at all training sessions is mandatory.
- To work according to the School's policies and procedures.
- To work according to Health and Safety regulations being aware for your own safety and the safety of others.
- To undertake any other duties that may be necessary from time to time to ensure the efficient running of the College.

Working times throughout the year

Examination Invigilators will be required to work during times examinations are taking place within the college. Examinations take place during November and February as well as the main public examinations from May through to July plus ad hoc dates including some Saturdays as required.

Training

The JCQ, which represents all the Examination Boards offering UK qualifications, require that invigilators attend training and update sessions each year. Details will be provided, and this is a mandatory requirement. Non-attendance means invigilation sessions cannot be allocated.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS / KNOWLEDGE	<ul style="list-style-type: none"> • Ability to solve problems, prioritise workload and work on own initiative • Good organisational ability with a systematic and methodical approach • Excellent communication skills with an ability to communicate with a range of staff and students • Tact, diplomacy, and ability to maintain confidentiality • Attention to detail • IT literate 	<ul style="list-style-type: none"> • Confident public speaker
EXPERIENCE		<ul style="list-style-type: none"> • Experience of working in a school setting. • Experience of working with young people.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Confident • Excellent timekeeper • Positive work attitude • Available for all dates within the examination seasons • Commitment to the ethos of the school • Flexible approach to work • Ability to work under pressure • Professional 	

HOW TO APPLY

1

COMPLETE AN ONLINE APPLICATION FORM & SUBMIT BY 9.00AM THURSDAY, 12TH SEPTEMBER 2025

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

INVITED TO INTERVIEW

Successful applicants who are selected for interview will be notified by email.

Interviews will be held on the 22nd and 23rd September 2025.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.



RATCLIFFE TERMS

Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the [Recruitment, Selection and Disclosures Policy](#) and [Government guidance, rehabilitation of offenders](#)

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be found on the school website.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening





RATCLIFFE
COLLEGE

Ratcliffe College, Fosse Way, Ratcliffe on the Wreake, Leicester, LE7 4SG



www.ratcliffecollege.com



HR: 01509 817089



HR@ratcliffecollege.com

