Exam Invigilators

Job description

The role

Variable hours on a casual basis. Rate of pay £12.35 per hour which includes holiday pay.
This is often in the months of January, February, May, June and July annually, to support internal and external examination calendars.

Cardinal Newman Catholic High School are looking to recruit additional Exam Invigilators for the forthcoming exam period, in January and February 2027 and the again in May, June and July 2027 then as and when required, as determined by the school examination timetable. The appointments are offered on a casual basis. The role involves ensuring correct exam procedures are followed, distribution and collection of examination papers and monitoring students during the examination periods.
Previous experience of working in a school environment/or as an Invigilator is desirable, but not essential as full training will be provided. Flexibility regarding working hours is required and the role would be suitable for applicants looking for a supplementary form of income.
We are committed to safeguarding our students and each other. The successful candidates will be subject to enhanced Disclosure and Barring Service with Child Barring checks.

How to apply

Further details and an application pack are available on the school's website. Completing a short statement of why you feel you would be suitable for the role of Invigilator. Full training will be provided by the school. Please return completed application forms by email to the school.

Key dates

Closing date for applications is Friday 6th November 2026
Return application form to Mrs. M. Walker (PA to the Headteacher) mwa@cardinal-newman.co.uk
For a detailed job description, person specification and job application form, please visit the school's website