Saint Ambrose College

State-funded Independent Catholic Grammar School
Principal: Mr D. Rainey B.Ed (Hons)

Examination Invigilator (Casual)
Hours to be confirmed
Hourly Rate £14.53

St Ambrose College has an exciting opportunity for reliable, enthusiastic and responsible individuals to join our team of Examination Invigilators.

Working under the direction of the Examinations Officer, you will play an important role in ensuring that examinations are conducted smoothly, fairly and in accordance with examination regulations. You will help to create a calm, supportive environment in which students can perform to the best of their ability.

We are a vibrant, dynamic and caring 11–18 Catholic College, with state-of-the-art facilities and a welcoming community. This is a rewarding opportunity to contribute to the smooth running of the College's examination process and support our students at an important time in their education.

The successful candidates will:

- Be reliable, punctual and flexible
- Be available during the main examination periods in May and June.
- Have good communication and interpersonal skills.
- Be able to work positively as part of a team and follow instructions.
- Be confident in giving clear instructions and managing groups of students.
- Have a calm, approachable and reassuring manner.
- Be attentive, observant and able to maintain concentration.
- Be committed to maintaining confidentiality and the security and integrity of examinations.
- Be willing to undertake appropriate training.

Previous experience of invigilation is not essential, as full training will be provided.

Please note that candidates must apply using the College's application process. Further details and an application form are available from on Vacancies | MyNewTerm

For further information, please email recruitment@st-ambrosecollege.org.uk.

Closing date: 9am Wednesday 25th November
Interview: Thursday 26th / Friday 27th November
Start date: to be arranged

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