



Job Advertisement INVIGILATOR

Reports to: Exams Officer

Hours: Working hours will be variable depending on examination requirements but will normally be between 8am - 1pm and/or 1pm - 5pm.

Salary: £15 per hour

The Governors of this highly successful 11-18 Girls' Catholic Specialist Arts College wish to appoint new invigilators and are looking for responsible individuals who can be relied upon to be punctual, professional, with an air of authority and promote a supportive atmosphere for students to achieve their best. Being able to work in a team is essential and applicants should be computer literate.

Duties will include:

- To administer examinations in accordance with the regulations
- To ensure confidentiality of examination papers before, during and after an examination
- To help create the best environment for candidates to achieve to their full potential

We expect those joining the invigilation team to be flexible about their availability to support the busy examination period. The school will provide training.

Our school is committed to safeguarding children and has safer recruitment procedures in keeping with DFE statutory guidance. All posts are subject to all the required DFE pre-employment checks being completed including an Enhanced DBS Certificate [including a Children's Barred List Check]. Our recruitment pack contains key safeguarding policies including our code of conduct for staff and volunteers which everyone must adhere to.

Applications should be completed on the CES application form together with the Recruitment Monitoring Form and returned to Mrs Waters, Executive Assistant to the Headteacher: watersc@stjohnbosco.org.uk or sent by post to the college.

Please note that only applicants who have been shortlisted for posts will be contacted following the closing date.

Please contact the College or visit the website to request further details and an application form.

Closing date: Monday, 29th September 2025

Interviews: To be confirmed

Contact details:

61 Storrington Avenue, Liverpool L11 9DQ

Tel: 0151 330 5142

Email: enquiries@stjohnbosco.org.uk