



ST CATHERINE'S SCHOOL
TWICKENHAM



Exam Invigilators To start January 2025

We are seeking to appoint individuals who are responsible, committed and attentive to support the Examinations Team with national and mock examinations. This is a casual appointment working at key points throughout the year.

You will help protect the integrity of the examinations and ensure optimal examination conditions for all students by upholding the integrity and security of the examination/assessment process.

You will have good communication and interpersonal skills with the ability to engage with pupils, be reliable, flexible and adaptable to changing situation with the ability to work both as part of a team and independently, using sound judgement.

Previous experience of invigilating and/or working in a school environment would be an advantage, but is not essential as full training will be provided. You will need to be available during main exam periods.

All members of staff at St Catherine's are expected to be fully supportive of the aims and ethos of a Catholic school and be committed to safeguarding and promoting the welfare of children and young people.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a number of safer recruitment checks including an enhanced DBS, Barred List and online and social media checks as part of Keeping Children Safe in Education and, once in post, receive further training and updates. This post is exempt from the Rehabilitation of Offenders Act 1974.

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you.

Applications will be reviewed as they are received so early application is recommended and the school reserves the right to begin the recruitment process prior to the closing date.

**Closing date for applications: Thursday 7 November 2024, 9am.
Interviews will be held the following week.**

Please return your application via email to recruitment@stcatherineschool.co.uk