St Ursula's School
Greenwich, SE10 8HN

Exam Invigilators required
Scale 1 / Point 2 / £15.45 per hour

We are looking to recruit Exam Invigilators to work on a supply / bank basis during the school's examination periods, which take place from February 2027.

Previous experience is not necessary as full training will be given. This role offers flexible working arrangements.

Main Activities:	To uphold the integrity and security of the examination/assessment process. Provide support to the examinations process in accordance with the Joint Council for Qualifications (JCQ) rule and regulations. Prepare the examination rooms prior to each exam session. Distribute papers, exam materials and stationery correctly. Ensure no communication or malpractice takes place. Report any disruption/incidents. Collect and collate exam papers ready to be posted.
Dress Code:	Smart
Special Conditions:	There is a confidentiality component to this role, and the post holder needs to undertake the duties of this role in a strictly professional manner.

St Ursula's is committed to safeguarding and protecting the wellbeing of children and young people and expects all staff to share their commitment. An enhanced DBS is required for all successful applicants.

A support staff application form can be found on the school website www.stursulas.com
Please note that we are only able to accept fully completed school application forms; **stand-alone CVs will not be accepted.**
Please send your application to recruitment@stursulas.com

Closing Date: Monday 30th November 2026 at midday

