

Exam Invigilator

Join the Cardinal Vaughan Memorial School, W14 8BZ, as an Exam Invigilator.

Salary: £16.56 per hour

First Assignment: Week commencing 7 December 2026

Contract: Casual

The Cardinal Vaughan Memorial School is seeking reliable, organised and professional individuals to join our team of Exam Invigilators. This is an excellent opportunity to play a key role in ensuring examinations are conducted fairly, efficiently and in accordance with examination regulations, helping students to perform at their best in a calm and supportive environment.

About Us

The Cardinal Vaughan Memorial School is a highly successful and oversubscribed Roman Catholic comprehensive school for boys, with a pan-London intake and mixed Sixth Form. Conveniently located halfway between Shepherd's Bush and Holland Park tube stations, the Vaughan is situated within the leafy surroundings of London's Holland Park area and is within easy walking distance of Westfield shopping centre and nearby Notting Hill. Both stations are served by the Central Line, with Shepherd's Bush Overground also running trains to Clapham Junction every ten minutes.

The school is part of the Saint John Southworth Catholic Academy Trust, which promotes a collaborative environment, founded on Catholic Social Teaching and the principles of solidarity and subsidiarity, ensuring all pupils are supported to grow and succeed.

About The Role

Reporting to the Examinations and Data Manager, you will support the administration and supervision of internal and external examinations. Working as part of a team, you will help ensure all examinations are conducted in line with Joint Council for Qualifications (JCQ) regulations and school procedures.

The role involves preparing examination rooms, supervising candidates, maintaining examination security and supporting students throughout examination sessions.

What We Offer

- A supportive and collaborative working environment
- Flexible work during examination periods
- Opportunities to contribute to the success and wellbeing of young people

Apply Today

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email to hrteam@sjscat.co.uk.

Closing Date: 8am on 19 October 2026

The Cardinal Vaughan Memorial School and the Saint John Southworth Catholic Academy Trust are committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!