

## Exam Invigilator

**Hours:** Casual (during exam periods)

**Salary:** £15.83 per hour

**Start Date:** Assignments from 1<sup>st</sup> September 2025

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

Are you reliable, punctual and detail-oriented? The Cardinal Vaughan Memorial School is seeking calm and confident Exam Invigilators to support our pupils during some of the most important moments of their academic journeys.

### About Us

The Cardinal Vaughan Memorial School is a thriving Catholic institution with a pan-London intake and a tradition of fostering academic excellence, self-discipline and a commitment to self-improvement among pupils of all backgrounds and abilities. The school is a part of the Saint John Southworth Catholic Academy Trust, established in 2021, 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

As an Exam Invigilator, you will play a key role in maintaining a fair and supportive environment for pupils sitting their exams. Duties include:

- Preparing examination rooms
- Distributing and collecting examination papers
- Supervising pupils during examinations
- Ensuring examination regulations are followed at all times

### What We Are Looking For

Our ideal candidate will be:

- Highly organised and reliable
- Able to remain calm under pressure
- An excellent communicator
- Committed to safeguarding and promoting the welfare of children

### Apply Today

To learn more and to apply for the role, please visit our [Vacancies page](#).

To apply, please download and complete the application forms available on our Vacancies page mentioned above. Once you have completed the forms, please email your application to [hrteam@sjscat.co.uk](mailto:hrteam@sjscat.co.uk).

**Closing Date:** 8am on Monday 23rd June 2025

**Interview Dates:** During the week commencing 30th June 2025

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.

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