Casual Job Opportunity: Exams Invigilator at St Bede's College
Hourly rate: £12.85 per hour
Contract type: Casual, sessional basis
Start date: November 2025

At St Bede's College, we're proud to be a warm, welcoming, and inclusive community where every student is supported to achieve their best. Our staff play a vital role in creating that environment — and we're now looking for seeking reliable and conscientious Exams Invigilators to support the smooth running of examinations throughout the academic year. This is a fantastic opportunity to join our friendly team and play a vital role in ensuring that examinations are conducted fairly and in accordance with JCQ regulations.

About the Role

As an Exams Invigilator, you will help to ensure the integrity of the examination process by:

- Preparing exam rooms and materials prior to each session
- Distributing and collecting examination papers
- Monitoring students throughout examinations to ensure compliance with exam regulations
- Maintaining a calm, supportive environment for all candidates
- Full training will be provided, including:
- Statutory safeguarding training
- Online invigilation training module (approximately 3 hours, to be completed before your first session)

Hours of Work

Work is offered on a casual, sessional basis, with sessions typically lasting between 2–4 hours.

- Morning session: 8:30am – 12:00pm
- Afternoon session: 12:30pm – 3:30pm

Availability from May to the end of June 2026 is essential for the public examination period.

Upcoming Examination Periods

Internal GCSE and A Level Mock Exams

- Years 11 & 13: Monday 1 December – Friday 12 December 2025
- Year 12: Monday 27 April – Friday 8 May 2026
- Year 10: Monday 15 June – Friday 26 June 2026

Public Examinations (GCSE & A Level):

- May – June 2026

Requirements

- A commitment to upholding examination standards and procedures
- Good attention to detail and strong organisational skills
- Punctuality, reliability, and professionalism
- Willingness to complete all required training
- Successful completion of a Disclosure and Barring Service (DBS) check prior to starting work

---

Interested?
If you would like to apply or have any questions, please contact:
Miss Mendez, Examinations Officer, exams@stbcc.org
