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ST ANNE'S
CATHOLIC SCHOOL
— & —
6th FORM
— COLLEGE —

St Anne's Catholic School and Sixth Form College

The Governors of St Anne's Catholic School are looking to appoint an

Exam Invigilator

Required as soon as possible

Hourly pay rate £12.65

The Governors of St Anne's Catholic School and Sixth Form College are seeking to recruit Exam Invigilators to support in various exam seasons throughout the school year. We are seeking people who are available to cover morning and afternoon GCSE and A Level exams so you will need to be flexible and available to cover a mix of sessions. The main exam seasons occur at the end of October/early November, at the end of February/early March, and then in the summer between mid-May and the end of June.

You will be responsible for the smooth running of exam sessions and work under the direction of the Examinations Officer. The responsibilities of an Exams Invigilator include, but are not limited to, distributing and collecting exam papers, timing exams, assisting students with additional needs, and ensuring exam regulations are adhered to at all times. You may be supporting in a large hall, classroom or be required to work on a 1:1 basis with a pupil as a reader and/or scribe. An observant eye and good attention to detail are essential. Full training will be given, and successful applicants will be part of a very experienced team.

Closing date: midday, 17th February 2026

Interviews w/c 23 February 2026

Application forms and further details can be obtained from www.st-annes.uk.com Alternatively, please contact the Head's PA via email pahead@st-annes.uk.com or call 023 8032 8200.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. These roles require an enhanced Criminal Records Disclosure.



www.st-annes.uk.com