



Guided by Christ, we aspire to achieve

Bishop Walsh Catholic School

Wylde Green Road, Sutton Coldfield B76 1QT

E: enquiry@bishopwalsh.net

T: 0121 351 3215 | F: 0121 313 2142

W: www.bishopwalsh.net

Principal: Mrs N. Brodie

Exams Invigilator

Required ASAP

(Casual Contracts – £9.25 per hour)

The St John Paul II Multi Academy is a highly successful Catholic Multi Academy encompassing 7 Primary Schools and 2 Secondary Schools. Our schools are based in Sutton Coldfield, Erdington and Aston.

We are looking to expand our pool of casual invigilators to work within the Examination office to join our friendly team in the running of all public examinations at the school. The post would be ideally suited to applicants who are highly organized, vigilant and reliable, have excellent attention to detail and have the ability to remain calm under pressure and the flexibility to be called in at short notice.

Duties include supervising pupils taking public examinations, supervising clash candidates between exam sittings, preparing exam rooms, distributing and collecting exam papers in accordance with the JCQ regulations. Experience of exam invigilating is desirable, however full training will be provided. This is a casual contract and working hours will be negotiated for the exam season.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. St John Paul II Multi Academy is an Equal Opportunities employer. The Multi Academy is committed to safeguarding and promoting the welfare of its children and staff and expects all staff and volunteers to share this commitment. A DBS check is required for all successful applicants.

Please visit our website: <https://johnpaulii.co.uk/vacancies/> and follow the links to apply.

Closing date: Open until the positions are filled. Please submit your application as soon as possible.

