

Exam Invigilator



From May 2026

Casual position to cover mock exams and GCSE exams each year

Pay £12.50 per hour

The Governors at Shuttleworth College are seeking to appoint a pool of invigilators to assist with the smooth running of student's exams.

We are seeking individuals who can:

- Support the efficiency of exams candidates, ensuring that relevant procedures and guidelines are adhered to at all times.
- Be flexible in their approach to working hours and arrangements.
- Demonstrate strong communication skills and be able to work under pressure.
- Be able to work a part of a team.
- Be accurate in both verbal and written communication.
- Use technology and are computer literate.
- Understand the need for safeguarding training
- Be reliable and punctual.

We can offer:

- Social working hours Monday to Friday term time only.
- Flexibility of hours.
- Competitive rates of pay.

Full application pack available at:

www.shuttleworthcollege.org

Visits to the school are welcomed and can be arranged through the school office 01282 682300.

We reserve the right to close this vacancy when we receive sufficient applications for the role.

Shuttleworth College is committed to safeguarding and promoting the welfare of its students and the appointment will be conditional upon DBS enhanced clearance.

This post is exempt from the Rehabilitation of Offenders Act 1974. This means that you must declare all spent and unspent cautions and convictions (except those that are protected). These declarations are compulsory to ensure that we are complying with our statutory safeguarding obligations.

To view our full safeguarding policy please visit click [HERE](#)

