

St Margaret Ward Catholic Academy

(Part of the St. Gabriel the Archangel Catholic Multi Academy Trust)

Little Chell Lane, Tunstall
Stoke-on-Trent, ST6 6LZ
Tel: 01782 883000
e-mail: office@smwca.org.uk
NOR: 1143 (including 98 the Sixth Form)



Examination Invigilators (to be appointed on a casual basis) £12.65 per hour

We are seeking to employ a number of examination invigilators to cover the examination periods throughout the academic year.

The post is being advertised on a casual basis and involves invigilating GCSE and A Level examinations from the beginning of May until the end of June. However, there may be the opportunity to support internal examinations at other times of the year, as and when required.

The ideal candidate will be well organised, efficient, flexible and have excellent communication skills. They will also demonstrate a confident and reassuring presence to candidates sitting their exams.

Working hours would be agreed ahead of the examination period(s) all of which will occur during term time.

The successful candidate(s) will work as part of a team, ensuring that our students comply with the necessary exam procedures and regulations at all times.

Experience is not required as training will be provided prior to the exam season(s).

The Academy are committed to the safeguarding and welfare of children and young people and expects all of its employees to share this commitment. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Amendment Order 1986 and, as such, it will be necessary for a Declaration for Disclosure to be made to the Disclosure and Barring Service to check for any previous convictions.

Application forms should be completed via My New Term.

Closing date: Monday 23rd February 2026