



Exam Invigilators

Hours: Casual

£15p/h



As mock exams approach again in January, this is an excellent opportunity to play a key role in supporting students through this important time. The ideal candidate will have strong communication skills, a methodical and organised approach, and the ability to work both independently and as part of a team.



About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrated 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 770 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 550 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#).

Overview of the Role

The role of the invigilator is to ensure that the examination is conducted according to JCQ and NCLT instructions in order to:

- ensure all candidates have an equal opportunity to demonstrate their abilities
- ensure the security of the examination before, during and after the examination
- prevent possible candidate malpractice
- prevent possible administrative failures

Whilst previous experience is beneficial, it is not essential as full training will be provided.

Main Duties

Before exams

- To report to the Exams Officer prior to each exam session
- To keep exam papers and materials secure at all times
- To ensure exam rooms are set out to standard JCQ regulations
- Check seating plan against layout
- To admit candidates into exam rooms, checking for unauthorised materials e.g. pencil cases, mobile phones etc
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute exam papers and materials to candidates
- To deal with candidate queries, without providing specific help or guidance

During exams

- To supervise candidates at all times and be vigilant throughout exams
- To ensure that candidates do not communicate in any way after they enter the examinations hall
- To keep disruption to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any irregularities.
- To complete attendance registers
- To complete the necessary paperwork during exams e.g. late arrivals etc
- To deal with candidate queries, without providing specific help or guidance
- Distribute extra equipment and stationery where required
- Accompany candidates to the toilet where necessary

Continued

After exams

- To collect exam scripts adhering to the correct procedure, ensuring that these are checked against the attendance registers
- To dismiss candidates from the exam room
- To return exam scripts and other materials to the Exams Officer, ensuring security at all times
- Clear the exam room for the next session

Other

- To attend training, refresher or review sessions, or complete electronic training as required
- To be prepared to invigilate 'on-screen' assessments
- To undertake, where required and where able, other duties requested by the Exams Officer, for example: Supervision of clash candidates between exam periods
- Providing support for candidates with access arrangements e.g. as a reader, scribe, prompter, word processor administration
Exams-related administrative tasks



Practical Information about the Post



This is a casual position and, if successful in being appointed as an Invigilator, does not form a contract of employment with the school. The School has no obligation to offer hours and our invigilators have no obligation to accept work.

You will be asked to provide your availability ahead of each exam series, the primary period being May and June.

The school reserves the right to amend the duties of an invigilator and the above is a guide for recruitment purposes. Full training will be provided on appointment.



Applications

The application should be completed on My New Term using the link to job opportunities below by 10am on Monday 12th October and should take the form of:

- the completed My New Term Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the My New Term application form.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
September 2026



St Catherine's School BRAMLEY

St Catherine's School
Station Road, Bramley, Guildford, Surrey, GU5 0DF
01483 893363 | jobapplications@stcatherines.info
www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858