

LA SAINTE UNION CATHOLIC SECONDARY SCHOOL, Highgate Road, London, NW5 1RP

Roll: 990 11 – 18 girls (mixed sixth form)

Sixth form in consortium arrangement with three partner schools



La Sainte Union
CATHOLIC SCHOOL

Exam Invigilator
Casual Contract (Ad Hoc Hours)
£14.80 per hour + Holiday Pay
Required ASAP

The Governors of La Sainte Union Catholic School are seeking to appoint reliable and professional Exam Invigilators to support the delivery of internal and external examinations throughout the academic year. This is an excellent opportunity for individuals looking for flexible, casual work within a successful, welcoming and supportive school community.

The role is offered on a casual, ad hoc basis, with hours determined by the school's examination timetable. Applicants should be available to work during key examination periods and be able to supervise morning, afternoon or full-day examination sessions as required. Successful candidates will be expected to provide availability across the main examination period

Key Responsibilities Include:

Preparing examination venues, including setting out desks, equipment and examination materials.

- Admitting candidates and ensuring examination instructions are communicated clearly.
- Supervising students before, during and after examinations.
- Distributing, collecting and securely handling examination papers and scripts.
- Recording attendance, late arrivals and examination incidents.
- Supporting students with approved access arrangements where required.
- Maintaining examination security and confidentiality at all times.
- Assisting with the setting up and clearing of examination venues.
- Attending training and briefing sessions relevant to the role.
- Ensuring all examinations are conducted in accordance with JCQ regulations and school procedures.

We Are Looking For Someone Who:

- Has a good standard of education, including GCSE English and Maths (or equivalent).
- Possesses excellent communication and interpersonal skills.
- Is organised, reliable and attentive to detail.
- Can remain calm and professional under pressure.
- Is able to follow procedures accurately and maintain confidentiality.
- Works effectively both independently and as part of a team.
- Has basic ICT skills, including email and Microsoft Office.

La Sainte Union welcomes applications from all members of the community, irrespective of race, religion or belief, gender, sexual orientation, age, and disability, to ensure that the staff is representative of our school and its community. Join us in shaping the future of our students and helping them to become Bright Women with Bold Futures!

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. This post is subject to enhanced DBS check and online vetting check

Closing Date for Applications: Wednesday 7th October 2026 by 9am

Interviews: TBC

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