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EXAM INVIGILATORS

St Columba's Catholic Boys' School is a small Catholic comprehensive school for boys aged 11 – 16 in the London Borough of Bexley. The school's ethos and vision is that every member of our school community is a unique and special creation of God.

We are looking to appoint Examination Invigilators to oversee our examinations starting with the sessions which will take place between Thursday 3 and Monday 21 November 2022. You would need to have good availability over this period, successful applicants may then be employed during subsequent exam seasons. Invigilators play a vital role in the smooth running of examinations and we are seeking candidates who are reliable, punctual, who can follow instructions (as laid down by Exam Boards and the School), work under pressure and can relate to and motivate students.

The role is paid at £10 per hour and the requirement will vary depending on the examination timetable.

To apply for this position please download and complete the Support Staff Application Form from the website – <http://st-columbas.bexley.sch.uk/information/vacancies> Completed forms should be emailed to bse@st-columbas.bexley.sch.uk

References will be requested for those short listed ONLY and prior to interview. Only those shortlisted for interview will be contacted.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory Disclosure and Barring Service check and other employment checks.

The school is committed to equality and diversity in employment practice and service delivery.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements.

Closing date: 12:00 mid-day Tuesday 18 October 2022
Interviews: To be arranged w/c Monday 17 October 2022



St Columba's Catholic Boys' School is part of the South East London Catholic Academy Trust, a charitable company limited by guarantee and registered in England and Wales with company number 13260387. The registered office is at Mary Magdalen House, Howden Road, London SE4 2BB