The Palmer Catholic Academy

Part of The Good Shepherd Catholic Trust

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www.tpc.academy

Email: office@tpc.academy

Headteacher: Mr P Downey

EXAM INVIGILATORS

Salary - £14.75 per hour

We are seeking to recruit Exam Invigilators on a part-time and occasional basis to support our internal and external exam schedules.

Lengths of examinations may vary and Invigilators may be called on to cover morning only/afternoon only/all day sessions. This role has variable hours which will be confirmed and agreed with the Data and Exams Manager. Most exams are taken in November, December, January, May and June so availability during these times is essential.

The Palmer Catholic Academy is a voluntary aided co-educational Academy for students aged 11 to 18. Founded in 1961 by Canon Patrick Palmer as Canon Palmer Catholic School with the aim of serving the Catholic community in Ilford, the Academy has grown in numbers and stature. At The Palmer Catholic Academy, we are committed to achieving a holistic education for the students that we serve recognising the individual talents, abilities and paths of all of our students. All that we do is permeated by Christ's example, values and teachings. In our diverse community, we welcome those who may not share our faith, but subscribe to our values.

The Palmer Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and successful candidates will be required to complete a Disclosure and Barring Service Check. Shortlisted candidates will be subject to online social media checks.

Full details of the post and application forms are available on the academy's website at https://www.tpc.academy/. **Closing date for applications is 12.00 noon on Thursday 19th November 2026.** Completed application forms should be emailed to Mrs Bolton, at jbolton@tpc.academy.

Please note that we do not accept CVs or applications from agencies and only shortlisted applicants will be contacted.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.