



Exam invigilator

Casual contract, flexible working hours dependent on exam schedules

Prospect Training services is a private training provider committed to delivering high-quality education services. We are currently seeking reliable a professional Exam Invigilator to support the delivery of examinations within our organisation. This is an excellent opportunity for individuals looking for flexible, casual work within an education and training environment.

Duties include:

- Managing administration tasks relevant to examinations
- Supervising learners during examinations and assessments
- Ensuring exam conditions comply with awarding body and JCQ regulations
- Setting up examination rooms and checking materials
- Verifying learning identification where required
- Distributing and collecting examination papers
- Maintaining confidentiality and security of examination materials
- Reporting any incidents, malpractice or irregularities in line with organisational, awarding body and JCQ procedures

Desirable Skills

- Strong attention to detail
- Excellent communication and interpersonal skills
- Reliable, punctual, and professional manner
- Ability to remain calm and vigilant under pressure
- Previous invigilation or education experience is desirable but not essential as full training will be provided

Essential

- **Must be over 18 years of age due to some lone working.**
- **Enhanced DBS will be required for the successful candidate.**

Location: PTS Test Centre, 66 Bristol Road Gloucester GL1 5SD and Prospect Training Services, C15-17 Mill Place, Price Street off Bristol Road, Gloucester GL1 5SQ

Job Type: Casual Contract

Salary: £12.71per hour

Work Type : In person at PTS sites

Closing Date: 25/05/2026

Start date – Immediate

PTS is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share and uphold this commitment in conjunction with the requirements of the Prevent Duty and the positive promotion of modern British values.

Dependent on the role applying to you may be required to process a Disclosure and Barring Service (DBS/DS) check. PTS support the recruitment of ex- offenders and will not discriminate in any way.

PTS is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**To apply please complete the Application form on our website.
Please note that this is a safer recruitment post and we cannot accept CVs**