

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications. Working with people in over 200 countries and territories, we are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

Job Title: INVIGILATOR

Location: Bulgaria

Requirements: Candidates must have the legal rights to work in Bulgaria at the time of application and in future.

Contract Type: Part-time engagement, hourly paid.

Role Purpose:

The British Council conducts examinations across Bulgaria for various boards, including our own test Aptis.

The main role of Invigilators is to ensure the conduct of examinations according to the relevant UK exam board and British Council requirements.

Examinations are held in various venues. Venue staff plays a crucial role in ensuring the conduct, security and integrity of examinations and in providing appropriate customer care to candidates in compliance with all British Council policies: Child Protection, Equal Opportunity and Diversity , Information Management, etc.

Invigilators report to the venue Supervisor, Examinations Co-ordinator and Examinations Manager, depending on the size of the exam session and venue used.

General requirements:

The Invigilator should:

- speak English (CEFR level B2 or higher)
- complete and sign his/her Civil Contract for the present year
- be familiar with British Council's mission and activities in Bulgaria
- have done the British Council invigilation online course and passed the online test
- have done the British Council's online (or face to face) Child protection course and be familiar with the Child protection policy and Code of conduct
- have a clear criminal record in relation to child abuse and sign a Declaration form to confirm this in writing
- be aware of British Council's policy for handling complaints
- protect the confidentiality of the examination materials

**How to apply: please send your CV to:
lyudmila.atanasova@britishcouncil.bg**

