

A black and white photograph of three students in school uniforms walking outdoors. On the left, a boy in a suit and tie with a backpack. In the middle, a boy in a suit and glasses. On the right, a girl in a blazer and plaid skirt. They are all smiling and looking towards the camera. The background shows trees and a building.

JOB PROFILE

EXAM INVIGILATOR

Luckley
HOUSE SCHOOL

WELCOME



Thank you for the interest you have shown in joining Luckley House School as an Exam Invigilator.

Luckley House is a warm and welcoming boarding and day school. We are a community, small enough at 375 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic, sport and creative opportunities.

Our uniqueness lies in the combination of our size, Christian ethos and flexibility to meet the needs of individual pupils and their families. We provide a distinctly academic education that is tailored to the individual needs of each pupil. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement.

We have an opportunity for highly organised, committed and enthusiastic individuals to join our current team of Exam Invigilators.

The role involves conducting examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Luckley House School's regulations and instructions.

The successful candidates will be able to work effectively in a busy school ensuring that the integrity of both internal and external exams is maintained.

Previous experience of invigilation is not essential as full training in the role and duties of an invigilator will be provided.

Invigilators are required to confirm their availability in advance of the main exam periods. I am delighted that you are considering applying for this role and hope that you feel inspired to submit an application.

I look forward to hearing from you.

Mrs Claire Gilding-Brant
Interim Headmistress



ABOUT LUCKLEY HOUSE

Luckley House is a co-educational, independent day and boarding school for pupils aged from 11 to 18 years. Situated on the southern outskirts of Wokingham, Berkshire, Luckley House is set in 20 acres of landscaped lawns and majestic woodland. The School has a Christian ethos with a mission and values which flow from this.

The mission of the School is to provide an outstanding education for boys and girls characterised by academic excellence, a rich and diverse range of opportunities, aspiration and enthusiasm for life and generosity of spirit. The School has strong traditions in music, drama, art, debating, community outreach and sport, and there are many cocurricular activities open to pupils to help them develop their talents to reach the highest possible standards.

Luckley House was formed in 1959 through the merger of two girls' schools: Luckley School, founded in 1918 on the current site, and Oakfield House, established in the Lake District in 1895. The School adopted the name Luckley House School in 2013, and in 2015 began admitting boys for the first time. Over the past decade, student numbers have grown by over 75%, with boys now comprising half of the student body. Currently, the School is at its full capacity of 380 students and has been given for approval to expand to 420.

The School is committed to inclusivity, welcoming pupils from all faiths and backgrounds, which enriches the community and prepares students for the diversity of the modern world. Most students live within a 15-mile radius of the School, with many joining in Years 7, 9, and the Sixth Form from both independent and maintained schools. There are 40 boarding places available, with between 35 and 40 students boarding on weeknights, approximately half of whom are from abroad or are weekly boarders.

Luckley House offers a highly personalized academic experience, tailoring its education to the individual needs of each pupil.

The academic results at both GCSE and A Level consistently exceed national averages, and the majority of students secure places at their first-choice universities.



THE ROLE

JOB TITLE: Exam Invigilator

JOB PURPOSE: To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Luckley House School's regulations and instructions. To have a key role in upholding the integrity and security of the examination/assessment process.

ACCOUNTABILITY: To the Exams Officer

TO START: February 2026

TERMS: Permanent, part time,

HOURS: As and when required for exam periods

SALARY: £12.42 per hour

CLOSING DATE: Friday 7 November 2025
(noon)

(Early applications are advised as we reserve the right to interview and appoint before the closing date.)

KEY RESPONSIBILITIES

Before exams

1. Report to and be briefed by the exams officer prior to each exam session.
2. Keep confidential exam question papers and materials secure before, during and after exams.
3. Ensure exam rooms are set up according to the requirements.
4. Admit candidates into exam rooms under formal exam conditions.
5. Identify candidates and seat candidates according to the required arrangements.
6. Distribute the correct question papers and exam materials to candidates.
7. Instruct candidates in the conduct of their exams.
8. Deal with candidate questions.
9. Start exams.

During exams

1. Supervise and observe candidates at all times and be vigilant throughout exams.
2. Keep disruption in exam rooms to a minimum.
3. Deal with emergencies or irregularities effectively.
4. Record/report any incidents, disruption or irregularities.
5. Complete attendance registers.
6. Deal with candidate questions according to the regulations.

After exams

1. Instruct candidates in finishing their exams and collect exam scripts and exam materials.
2. Dismiss candidates from the exam room.
3. Check candidates' names on scripts, match the details on the attendance register.
4. Securely return all exam scripts and exam



materials to the exams officer.

Other tasks

1. Undertake training, update and review sessions as required.
2. (Prior to invigilating any exam in a new academic year) undertake relevant online invigilator training and assessment for that academic year.
3. Undertake, where required and where able, other duties requested by the exams officer, for example centre supervision of exam timetable clash candidates between exam sessions.
4. Facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided).
5. Other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.



PERSON SPECIFICATION

ESSENTIAL DESIRABLE

QUALIFICATIONS		
Previous experience of invigilation is not required as training in the role and duties of an invigilator will be provided.		✓
Experience of working in a school environment.		✓
SKILLS		
Have effective communication skills and good interpersonal skills.	✓	
Be able to give instructions and manage situations involving different groups of people.	✓	
Have basic IT skills (familiar with use of email, mobile phone messaging etc.).	✓	
PERSONAL QUALITIES/DISPOSITION		
Be confident and a reassuring presence to candidates in exam rooms.	✓	
Work well as part of a team.	✓	
WORK ARRANGEMENTS AND AVAILABILITY		
Be reliable, flexible and readily available during main exam periods.	✓	
Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them.	✓	
Invigilators are required to confirm their availability in advance of main exam periods.	✓	
Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times.	✓	
OTHER		
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
A strong commitment to the principles of equality, diversity, and inclusion.	✓	
Empathy with the Christian ethos of the School.	✓	

STAFF BENEFITS



PLACE OF WORK

Luckley House School,
Wokingham; a historic market
town with vibrant centre and
great transport links



GYM

Free use of the School gym.



EMPLOYEE ASSISTANCE PROGRAMME

Confidential independent
support service for all staff.



PARKING

Free on-site parking.



FEE REMISSION

Fee concession of 25% for all
staff (pro rata if part time).



PENSION SCHEME

Contributory pension scheme
through APTIS with generous
employer's contribution



DEATH IN SERVICE

If an employee dies while in
service, a lump sum of four
times their salary is paid.



ELECTRIC CHARGING POINTS

These are located on-site in
designated parking bays.



STAFF SOCIALS

The School holds a Staff Social
at the end of each term and all
staff are invited to attend.



WELLBEING

The School holds an annual
well-being afternoon.



HEALTH CENTRE

All staff can access the Health
Centre for urgent medical
issues.



FLU VACCINE

All staff are entitled to one
free flu vaccine every year.



PROFESSIONAL DEVELOPMENT

The School has a dedicated
training budget for all staff.



HALF-TERM HERO

Staff can nominate a colleague
for a prize draw at the end of
each half-term



MEALS & SNACKS

Free lunches and
refreshments during term
time.



HOW TO APPLY

For further details please contact please contact HR on 0118 974 3207 or 0118 974 3223 or via email Recruitment@luckleyhouseschool.org

An application form is available on the School's website (www.luckleyhouseschool.org)

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Luckley
HOUSE SCHOOL

