

UPPINGHAM

Role Description

Job Title: Exam Invigilator
Reports to: The Assistant Exams Officer

Job context

Uppingham School, founded in 1584, is a leading co-educational independent boarding school which runs 24/7 in term-time. It has a strong academic profile and excellent pastoral care with an international reputation, and state-of-the-art science, sports and music facilities. Its c. 800 pupils, aged 11-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, People and Culture, IT, operations (catering, cleaning, and procurement), health and safety, and the School's trading subsidiary. The School employs c. 550 staff.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

Job purpose

Exam Invigilators assist the Exams Officer, Assistant Exams Officer and Senior Exam Invigilators in maintaining the security and smooth running of the exam rooms in accordance with external awarding body requirements.

Responsibilities

1. To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Uppingham School instructions.
2. To play a key role in upholding the integrity of the examination/assessment process.

Before exams

- To report to and be briefed by the Exams Officer prior to each exam session
- To keep confidential exam papers and materials secure before, during and after exams
- To ensure exam rooms are set out according to the instructions of the Exams Officer
- To admit candidates into exam rooms
- To identify, seat, and instruct candidates in the conduct of their exams
- To distribute the correct exam papers and materials to candidates
- To deal with candidate queries

During exams

- To supervise and observe candidates at all times and be vigilant throughout exams
- To keep disruption in exam rooms to a minimum
- To deal with emergencies or irregularities effectively
- To record/report any incidents, disruption or irregularities
- To deal with candidate questions according to the regulations

After exams

- To instruct candidates in finishing their exams and to collect exam scripts
- To dismiss candidates from the exam room
- To securely return all exam scripts and exam materials to the Exams Officer

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Other

- To attend training, update or review sessions as required
- To undertake, where required and where able, other duties requested by the Exams officer, for example:
 - supervision of clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks

Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time. Colleagues are required to comply with all of Uppingham School's Health, Safety and Environmental policies.

Essential and Desirable Criteria

	Essential	Desirable
Skills, Knowledge and Experience		
Excellent communication skills, both written and verbal	✓	
Proficient in the use of IT systems, including supporting the delivery of computer-based assessments	✓	
Previous experience of working in an invigilation role		✓
Previous experience of working in education and/or administration		✓
Previous experience of working with young people		✓
Personal Qualities		
Highly organised, with strong attention to detail and accuracy	✓	
Calm, patient, and resilient, with the ability to remain composed under pressure	✓	
Flexible and adaptable, willing to work variable hours including evenings occasionally at short notice	✓	
Strong interpersonal skills, with the ability to build positive working relationships with a range of stakeholders	✓	
Ability to deal with staff and pupils in a polite manner.	✓	
Professional approach to work and confidentiality	✓	
Ability to work in a way that promotes safety and wellbeing of children and young people	✓	
Excellent time management and punctuality	✓	
Ability to meet the physical requirements of the role, which include extended periods of standing and walking.	✓	

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and

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always ensure compliance with the School's Safeguarding (Child Protection) Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the headmaster.

Closing date: 18 September 2026

Interviews: Wednesday, 07 October 2026