

Exam Invigilator

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

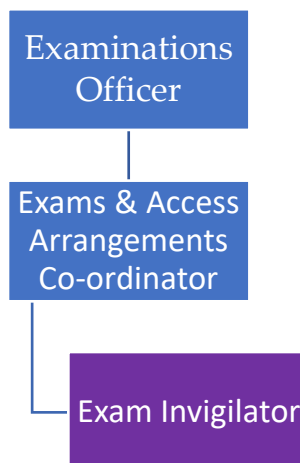
Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

The purpose of the role is to ensure that examinations are conducted in a fair and proper manner in an environment that enables pupils to perform to the best of their ability. The invigilator must be very reliable, and highly discrete. Please note that training will be provided.

About the department

Working within the Examinations team, the role holder will report to the Examinations Coordinator.



Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Responsibilities

- Have a working knowledge of exam board regulations and Oundle's own routines and procedures.
- Have a very broad knowledge of the way Oundle School functions.
- Provide support for the lead invigilator of any given session.
- On occasions, by mutual agreement, to act as the lead invigilator, sometimes acting as the sole invigilator.
- Assist with the set up of setting up examination venues by laying out stationery, equipment and examination papers in accordance with regulations.
- Closely follow and enforce exam procedures and regulations, consulting the Examinations Officer where appropriate.
- Assist candidates when they arrive at the exam venue prior to the start of examinations where necessary.
- Ensure that regulations about possessions permitted in examination venues are adhered to.
- Ensure that candidates do not talk once inside examination venues.
- Invigilate during examinations, dealing with queries raised by candidates and staff dealing with examination irregularities in accordance with procedures, consulting the Examination Officer where appropriate.
- Maintain accurate records including checking attendance during examinations and recording details of late arrivals.
- Escort candidates from venues during the examination and supervising candidates whilst outside examination venues as required.
- Escort candidates on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times.
- Collect, collate and package scripts at the end of the examination in accordance with procedures.
- Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue and ensuring that candidates leave venues in an orderly and quiet manner.
- Must be able to competently use a word processor at reasonable speed, preferably touch type.
- To adhere to JCQ requirements: The scribe must accurately record only what the candidate says, including spelling and punctuation dictated by the candidate. The scribe cannot reword, rephrase, or add anything to the dictated text. The scribe must read back what has been dictated if requested by the candidate and must make any changes to the written text that the candidate requests.
- Be willing to act as a solo invigilator on a one to one basis with a pupil if required.

- Maintain absolute confidentiality where appropriate in matters relating to examination paper content and the conduct or circumstances of staff and/or candidates.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
None		
Competencies, Skills & Experience	Essential	Desirable
Use a word processor at reasonable speed, preferably touch type.	✓	
Effective oral/written communication skills	✓	
Numerate	✓	
Experience of working or studying in a school or similar		✓
An understanding of examination processes		✓
Personal qualities	Essential	
Reliability in achieving the job description and in time keeping	✓	
Accuracy and attention to detail	✓	
Flexible approach to work	✓	
Flexibility in availability during the day	✓	
Ability to relate to academic staff and students	✓	
Ability to work under pressure and to tight deadlines whilst remaining calm	✓	
Discrete and able to maintain the confidentiality of information	✓	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

Due to the contract type 'casual' a probation period would not be applied.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 4 January 2027, subject to completion of pre-employment checks.
- **Contract:** Casual
- **Working weeks:** As required during the exams period.
- **Hours of work:** This will be a casual contract, with hours offered at various times during the exam periods (November-January & May-June). Usual working hours are from 8.00am in the morning and from 1.30pm in the afternoon, Monday to Friday. The end time varies depending on the length of the exam being invigilated. Very occasionally an Exam Invigilator is required on a Saturday, however this is by agreement, and applicants are not required to be available on Saturdays. All meal breaks are non-working hours and unpaid.
- **Salary:** £12.71 per hour.
- **Holidays:** Your holiday entitlement will depend on the number of hours that you actually work and will be pro-rated on the basis of a full-time entitlement of 32 days holiday during each full holiday year (including the usual 8 public holidays in England and Wales). You are entitled to paid holiday which will accrue at the rate of 14.04% for each hour worked in each pay period and added to your hourly rate of pay.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Thursday 29th October 2026 , 9am.
Interviews will take place week commencing 9th November 2026

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193