

# Examinations Invigilator

## February 2026



# Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

**Eugene du Toit**  
The Master



# The School

**Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.**

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury

# The role

The primary objective of the **Examinations Invigilator** is to support the Examinations Officer with the day-to-day operations of examinations and to ensure a calm environment to give the pupils the best possible opportunity to be successful.

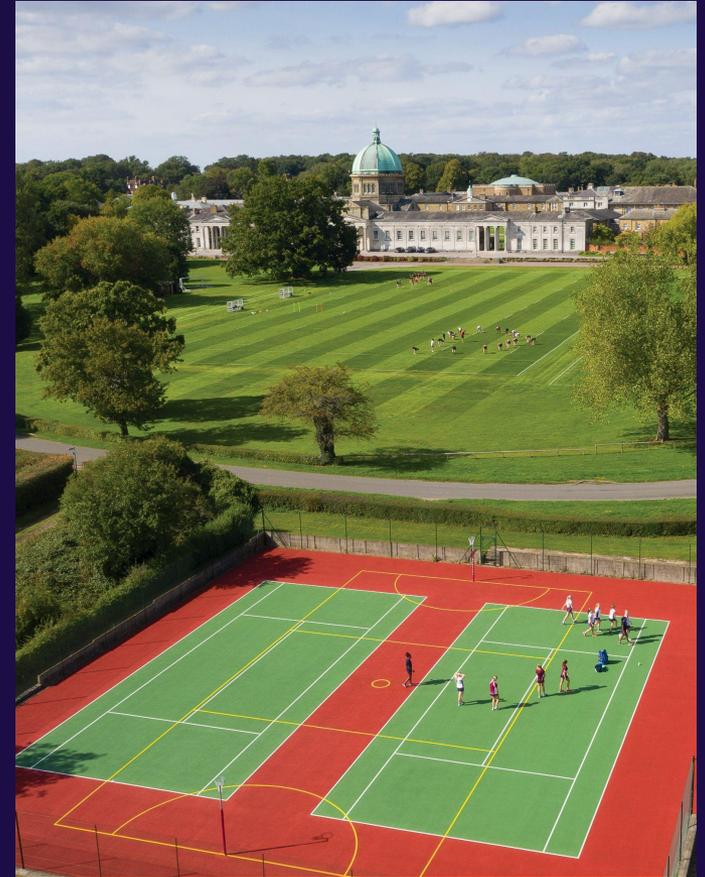
You will be one of a number of individuals who form a pool of Examination Invigilators that may be called upon throughout the year to provide occasional assistance within the School. The length of the sessions can vary, although the post-holder would be required to be available for the beginning of each session and for its duration.

The post-holder will need to be familiar with the JCQ ICE booklet, CIE instructions and the conduct of IB Diploma Programme examinations' and help ensure that the conduct of the exam takes place within these guidelines.

If you are considering this position please be advised that, as and when work is offered, we are ideally looking for people who can commit to at least four sessions within any one week. Please note, the number of sessions per week can vary week on week and there may be no sessions available at all on occasion. Normal working hours will vary between 8.30am and 5.00pm. It may be necessary however to work outside of these hours for some examinations.

The Examinations Invigilator will report to the Examinations Officer.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.



# Responsibilities

## Duties

- conduct examinations in accordance with the Joint Council for Qualifications (JCQ), Cambridge International Examinations (CIE) and International Baccalaureate Organisation (IBO) awarding bodies and the School's instructions.
- assist with setting-up examination venues by laying out the correct materials and examination papers in accordance with strict procedures.
- report to and be briefed by the Examinations Officer/Examinations Assistant prior to each exam session.
- keep confidential exam papers and materials secure before, during and after exams.
- ensure exam rooms are set out according to the instructions.
- admit candidates into exam rooms.
- identify, seat, and instruct candidates in the conduct of their exams.
- distribute the correct exam papers and materials to candidates.
- handle candidate queries.
- start exams, if required.

## During exams:

- supervise and observe candidates at all times and be vigilant throughout exams.
- keep disruption in exam rooms to a minimum and not to engage in discussion.
- invigilate actively with regular patrols of the examination venue.

- handle emergencies or irregularities effectively.
- record/report any incidents, disruption or irregularities, specific pupil timings (rest breaks).
- complete attendance registers.

## After exams:

- be aware of differing exam finish procedures (e.g., 5-minute end warning).
- instruct candidates in finishing their exams and to collect exam scripts and exam materials.
- dismiss candidates from the exam room.
- check candidates' names on scripts, match the details on the attendance register.
- securely return all exam scripts and exam materials to the Examinations Officer.

## Other

- attend training, update or review sessions as required.
- undertake, where required and where able, other duties requested by the Examinations Officer/Examinations Assistant, for example:
  - supervision of exam timetable clash candidates between exam sessions
  - facilitating access arrangements for candidates, for example as a reader, scribe etc.
  - other exams-related administrative tasks



# Other requirements

## **Safeguarding and Child Protection**

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

## **Health and Safety**

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

## **Equality and Diversity**

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

## **Code of Conduct**

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

## **Data Protection**

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.



# Person specification

## Qualifications

- Good general level of education (to GCSE level or equivalent)

## Knowledge, Skills and Experience

- Excellent organisational and time management skills
- Good literacy and numeracy skills
- Excellent written communication skills

## Personal Attributes

### Essential

- Ability to stay calm when working in a high-pressure environment
- Ability to work unsupervised and use own initiative
- Willingness to work flexibly when required
- Conscientious, reliable and committed with excellent time-keeping

### Desirable

- Ability to understand and operate in a school environment



# Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Other benefits include pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



# Application process

To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to [hr@haileybury.com](mailto:hr@haileybury.com) by **midday on Wednesday 11 February 2026**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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