



RUGBY SCHOOL JAPAN

Exam Invigilators, Summer 2026, Rugby School Japan

We are seeking individuals with excellent literacy and numeracy skills, who can promote a supportive atmosphere for our students to enable them to achieve their best. Excellent communication skills (with proficiency in English), an observant eye and attention to detail are essential. You will need to have a calm nature and work effectively in a busy environment. You will be working as part of a team responsible for the smooth, secure running of allocated exam sessions, working under the direction of the Examinations Officer. Invigilation may be with a larger group of students or overseeing students with special access arrangements who require separate invigilation.

The hours for these roles are expected to be between 10-20h per week (Monday to Friday) for about 7 weeks in May and June as part of the summer 2026 exam series. There will be occasional evening exam session invigilation required. No prior experience is necessary as full training will be given.

JOB PURPOSE

To help with the smooth running of the public and internal examinations. To follow JCQ and CAIE (exam board) regulations within the exam rooms and to create a calm environment for candidates.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

The job holder will fulfil a number of different roles during the exam session, and it is important to follow correct procedures at all times to ensure the exams are completed in an appropriate manner.

- Ensure regulatory compliance within all examination rooms.
- Ensure all exam papers and worked scripts are distributed and collected within the examination rooms according to JCQ and CAIE regulations.
- To supervise candidates in all types of examinations, in large halls, small classrooms and on a 1:1 basis according to JCQ and CAIE regulations.
- To ensure the candidates receive the correct information at the start and end of the exam and to ensure candidates have the correct examination paper and equipment.
- To ensure the candidates obey the regulations as laid out in the exam guidelines.
- To maintain security of exam papers and scripts at all times and keep confidential information regarding candidates secure.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.



JOB DESCRIPTION

Job Title	Examinations Invigilator
Department	Examinations
Function	Administration
Reports to (Job Title)	Examinations Officer

PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
Qualifications	Basic numeracy and literacy skills are essential.	Ideally candidates will have some experience of being accurate and paying attention to detail in their previous roles.	Production of the Applicant's certificates. Discussion at interview. Independent verification of qualifications.
Experience	No previous experience of examination invigilation is necessary.	Working with groups of children in a supervisory role. Experience of working to strict rules and guidelines.	Contents of the application form. Interview. Professional references.
Skills	Effective oral and written skills. To be able to read seating plans and follow rules and regulations. To be able to organise exam scripts in numerical order.	Ability to react to unpredictable situations and emergencies which may arise in the exam room and the ability to stay calm under pressure.	Contents of the application form. Interview. Professional references.
Knowledge	No previous knowledge of the exam process is necessary as full training will be given by the Exams Officer.	Previous knowledge of how public examinations are run would be desirable.	Contents of the application form. Interview. Professional references.
Personal competencies and qualities	Ability to work with diplomacy and discretion. Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours. Positive attitude to use of authority and maintaining discipline. Reliable, punctual and flexible.	Ability to work independently and as part of a team. Ability to follow and apply strict regulations within examination rooms. Ability to demonstrate patience when dealing with candidates who show signs of stress.	Contents of the application form. Interview. Professional references.



The Benefits

The role will be remunerated based on hours of work undertaken.

APPLICATION PROCESS

Interviews

Interviews will take place online, or at Rugby School Japan, where possible. Applicants should submit a CV along with a short letter outlining their suitability for the role by email to Laura Bispham (Deputy Principal, Academic) at laura.bispham@rugbyschooljapan.ed.jp Any questions can also be addressed to her.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to interview providing proof of your identity and qualifications. You may also be required, within the final appointment process, to undergo a health check and relevant background checks as part of the School's recruitment and safeguarding procedures.

Child Protection

Rugby School Japan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. In addition, all successful candidates will be vetted in accordance with COBIS, NMBS and KCSiE requirements.

Rugby School Japan's Safeguarding Policy can be found at <https://rugbyschooljapan.ed.jp/school-policies/#safeguarding-policy>