



JOB PROFILE
EXAMS ASSISTANT

Lucky
HOUSE SCHOOL

WELCOME



Thank you for the interest you have shown in joining Luckley House School as Exams Assistant.

Luckley House is a warm and welcoming boarding and day school. We are a community, small enough at 370 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 are looking for an organised and reliable Exams Assistant to support the smooth running of internal and external examinations. Working closely with the Exams Officer, you will help ensure exams are delivered calmly, securely, and in line with JCQ regulations.

The ideal candidate will have excellent attention to detail, strong organisational and communication skills, and the ability to remain calm during busy exam periods. Some flexibility is required during peak exam seasons, when early starts or additional hours may be necessary.

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
Head



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 370 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: Exams Assistant

JOB PURPOSE: To support the smooth and compliant running of all internal and external examinations within the School, ensuring that every exam is delivered in a calm, organised, and supportive environment for students.

ACCOUNTABILITY: To the Exams Officer

TO START: September 2026

TERMS: Part time, permanent.

HOURS: 14 hours per week
08:30-16:30 (one hour unpaid lunch)
36.2 weeks per year

The role involves working term time, INSET days, plus six days in the holidays (two days per week during the weeks when the public exam results are released and the week before the start of the Autumn term).

SALARY: £8,246 per annum (£25,403 FTE)

CLOSING DATE: 23 February 2026 (noon)

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

KEY RESPONSIBILITIES

1. Assist the Exams Officer with the planning, scheduling, and administration of all school examinations.
2. Prepare exam materials such as candidate registers, seating plans, room timetables, and signage.
3. Assist the invigilators with the set-up of exam rooms in line with JCQ and awarding body regulations.
4. Ensure the secure handling, storage, and distribution of confidential exam papers and materials.
5. Support the training, and coordination of invigilators.
6. Provide on-the-day support during exam sessions, including logging attendance, managing late arrivals, addressing student queries.
7. Be the roving invigilator during exam sessions, which includes monitoring the quality of invigilators by visiting the exam rooms on a regular basis and to ensure that the students sit their exams within the appropriate environment and within the JCQ regulations.
8. Maintain accurate records of entries, amendments, access arrangements, and results.
9. Liaise with teaching staff, pastoral teams, students, and parents regarding exam



- arrangements and expectations. Including the distribution of all regulations relating to examinations and coursework.
10. Assist with the processing and distribution of results, certificates, and post results services.
11. Contribute to administrative tasks linked to access arrangements, special considerations, and exam data checks.
12. Undertake ad hoc projects and duties as required by the Exams Officer.
13. Work additional hours or start work early during peak exam seasons to support the smooth running of exam days.



PERSON SPECIFICATION

QUALIFICATIONS

GCSE in English and Maths grade C or above.

ESSENTIAL DESIRABLE

✓

A levels or equivalent qualification.

✓

SKILLS

Strong organisational and administrative skills.

✓

Excellent attention to detail and accuracy.

✓

Ability to remain calm and professional during busy exam periods.

✓

Confident communication skills with students and staff.

✓

Competent with Microsoft Office.

✓

Previous experience of school data systems e.g. SIMS

✓

PERSONAL QUALITIES/DISPOSITION

Reliable, discreet, and committed to maintaining confidentiality.

✓

Approachable and supportive, especially when working with students.

✓

Flexible and able to adapt to changing priorities.

✓

Methodical, proactive, and solution focused.

✓

BACKGROUND/EXPERIENCE

Experience of working in a school or exams environment.

✓

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.

✓

Willing to work additional hours or start work early during peak exam seasons to support the smooth running of exam days.

✓

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.



FEES 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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