



## Twyford Church Of England Academies Trust

“I have come that you might have life  
and have it to the full” John 10 v10

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### Job Description

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| <b>Job Title:</b>                  | <b>Examination Invigilator / Scribe</b>  |
| <b>Grade:</b>                      | <b>£14.32 per hour (equivalent to Grade 1, Point 2)</b>                          |
| <b>Line Manager:</b>               | Examinations Officer / Head of Learning & Inclusion                              |
| <b>Supervisory Responsibility:</b> | None   |
| <b>Hours:</b>                      | Hourly as required (Ideally require commitment to full days during exam periods) |

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### Main purpose of the job

- To be fully committed to provide invigilation for all internal/external examinations at the school, as required
- To act as reader and / or scribe, as required
- To supervise students using word processors

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### Specific responsibilities and tasks

#### In relation to specific examinations:

1. To collect examination material prior to the examination.
2. To maintain the security of examination materials at all times.
3. To ensure the examination room is prepared and allow candidates into the room.
4. To ensure all candidates are correctly identified, and that attendance registers are completed and given back to the Examination Officer.
5. To ensure that candidates are informed of examination regulations prior to the examination commencing.
6. To collect, and keep safe, any mobile devices handed in prior to the start of the exam.
7. To help distribute examination materials, and ensure that candidates have the correct papers. To distribute additional equipment as required.
8. To deal with candidates who have arrived to take the exam but who are not on the register list (this must be reported to the Examination Officer immediately).
9. To ensure that candidates who arrive late to an exam are dealt with quickly and according to regulations.
10. To deal with candidate queries during exams.
11. To supervise the exam according to the relevant time, and meet any additional conditions.
12. To ensure scripts are collected, collated as per instructions, and delivered to the Examination Officer or to the school office (scripts must NEVER be left unattended).
13. To ensure that exam conditions are maintained whilst dismissing candidates from their exam.
14. To report/communicate any problems/incidents/emergencies to the Examination Officer.
15. Undertake supervision of clash candidates between examinations.

**To act as a reader and / or scribe**

1. To undertake training prior to the start of each year’s public exams
2. To follow advice sent by the Joint Council of Qualifications for the use of readers and scribes
3. To follow school-specific procedures for reading and scribing

**To supervise students using word processors**

1. To undertake training prior to the start of each year’s public exams
2. To follow advice sent by the Joint Council of Qualifications for the use of word processors in exams
3. To follow school-specific procedures for saving and printing out work completed on word processors

**General duties:**

1. To adhere to the School’s policies and procedures, including (not limited to) those relating to child protection, security, confidentiality and data protection, reporting all concerns to the Examinations Officer or an appropriate person.
  2. To have an extensive knowledge of the examination room guidelines and procedures. Copies available from the Examinations Officer on request.
  3. To have an understanding of and commitment to maintaining appropriate standards of confidentiality/security of examination materials.
  4. In order to maintain a professional atmosphere and to set the right tone for the examination, to comply with the school’s smart/casual dress code (specifically, no denim and no collarless shirts for men).
  5. Any other duties as can be reasonably expected and as seen fit by the Examinations Officer or other senior staff.
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**Key measures of success**

- Examinations are run efficiently and professionally, and are fully compliant with the relevant guidelines and procedures.
  - Candidates are offered examination conditions that enable them to perform to the best of their ability (within the guidelines set).
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**Signatures**

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

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## Person Specification

| Knowledge and Experience   | Essential | Desirable |
|--|-----------|-----------|
| Excellent standard of written English, and with legible hand-writing | ✓         |           |
| Excellent ICT skills   | ✓         |           |
| Experience of working with young people                              |           | ✓         |

| Personal Qualities                             | Essential | Desirable |
|--|-----------|-----------|
| Professional attitude and approach to work     | ✓         |           |
| Ability to pay attention to detail             | ✓         |           |
| Enthusiasm for working with staff and students | ✓         |           |
| Ability to demonstrate discretion              | ✓         |           |
| Excellent punctuality                          | ✓         |           |

*The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>*

*You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.*