



**REF NO: POL04**

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# **Exam Invigilators, Readers and Scribes**

***Rate of Pay: £8.91 per hour***

**Closing Date | 9.00am Monday 4<sup>th</sup> October 2021**

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**Exams Officer | Nicki Highton**  
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**Headteacher | Mark Everett**

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CORNWALL EDUCATION LEARNING TRUST



## Job Description

### Main Purpose of the Job

Poltair School seek to appoint committed and enthusiastic Exam Invigilators, Readers and Scribes to join the current team, to work under the overall guidance of the Exams Officer, providing essential support to the examination process.

The role of an invigilator will require you to provide a professional examination service, ensuring a calm environment to give candidates the best opportunity to be successful in their exams. You must follow the required guidelines/regulations for the integrity and security of examinations and procedures during invigilation.

### Main Duties and Responsibilities

#### Exam Invigilators

To support the Lead Invigilator / Exams Officer with the day-to-day operation of examination venues. This may include:

- Assisting with setting up examination venues by laying out stationary, equipment and examination papers, in accordance with JCQ Regulations.
- Ensuring that candidates do not talk once inside examination venues.
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities, in accordance with JCQ Regulations.
- Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- Collecting and collating scripts at the end of the examination, in accordance with JCQ Regulations.
- Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationary from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

#### Exam Readers

In addition to the duties of Exam Invigilators given above, Exam Readers primarily support a small number of students with the following (working in line with all JCQ regulations that govern this role):

- Accurately and clearly read exam instructions and questions to the candidate.
- To re-read exam instructions and questions if requested by the candidate.
- To read a candidate's answer back to them if requested.

#### Exam Scribes

In addition to the duties of Exam Invigilators given above, Exam Scribes primarily provide 1:1 support with the following (working in line with all JCQ regulations that govern this role):

- Produce accurate and verbatim transcripts of answers dictated by the candidate in a handwritten format.
- To read transcribed answers back to the candidate if requested and make amendments as dictated by the student.

## General Responsibilities for All Employees

- ▼ To attend staff meetings and Trust-based INSET as required.
- ▼ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ▼ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- ▼ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- ▼ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ▼ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- ▼ To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the School.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*



## Person Specification

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> <li>▼ A strong commitment to the protection and safeguarding of children and young people, awareness of current national legislation for safeguarding and child protection</li> <li>▼ Effective communication and listening skills</li> <li>▼ Reliable and flexible approach to work</li> <li>▼ Accuracy and attention to detail</li> <li>▼ Ability to work on own initiative and as part of a team</li> <li>▼ Ability to relate to academic staff and students</li> <li>▼ Discreet, confidential and sensitive</li> <li>▼ Friendly and professional approach</li> </ul>	<ul style="list-style-type: none"> <li>▼ Previous experience of working with children in a supervisory role</li> <li>▼ Previous experience of working in a school setting</li> <li>▼ Knowledge of examination procedures and regulations</li> </ul>