



# **ST. CATHERINE'S**

## **COLLEGE**

A CHURCH OF ENGLAND ACADEMY

## **EXAMINATION INVIGILATORS / SCRIBES & READERS**

**Salary: NJC SCP 3 - £9.45 per hour**

**Claims only posts**

**Required immediately**

### **INFORMATION FOR APPLICANTS**

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October 2021

Dear Applicant

### **Examination Invigilators / Scribes & Readers**

Thank you for your interest in these posts. I hope that you find the enclosed information useful and that you are motivated to join our college at a very exciting time.

We are proud of our college. We have talented and highly motivated pupils and staff. Our staff team work tirelessly to ensure that teaching is the best it can be and everyone has a role to play in this. We support each other and there is an open, friendly and collegiate atmosphere within our staff team. We believe it is crucial that new members of the team are welcomed and supported.

Well behaved and hard working our pupils have achieved outstanding results year on year at our college. As a consequence of this we are:

- An Investors in People Award College, which translates that we invest heavily and value the development of all our staff.
- An inclusive Church of England College with the benefits of links with The Diocese of Chichester and the opportunity to promote strong lasting values based on the Christian faith.

### **The Post**

We require a number of additional examination invigilators and scribes and readers to support pupils during their exams, ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

A Scribe is a person who in an examination writes or word processes a pupil's dictated answers to questions. Scribes need to be familiar with the subject area and terminology and to have neat and legible handwriting, or if using a computer, they should be proficient in word processing. Scribes and Readers are required to ensure that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

The posts are claims only posts. You should be reliable, flexible and have availability throughout the year but especially in May and June for the actual exams and in December and January for the mock examinations. Experience of working in a school / college or working with young people would be desirable.

### **Your Application**

Completed application forms and letters of application should be sent directly to the college addressed to Mrs S Windsor, Head of Personnel, swindsor@stcatherines.college and arrive by no later than **12 noon on Monday 18 October 2021**.

Please use the standard application form, accompanied by a letter of application, which must be no more than two sides of A4. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings. We are committed to safeguarding and promoting the welfare of children

and young people, successful applicants will need to undertake a DBS enhanced clearance.

I am conscious of the time and effort it takes to submit an application and am grateful for your interest. Shortlisted candidates should hear from us shortly after the closing date. St Catherine's is a thriving college with a bright future and a vibrant and collegiate atmosphere within which to work. I am keen that we appoint quality candidates to join what is, I believe, one of the best staff teams. If I can be of any assistance or provide any further information, please do not hesitate to contact me.

Yours faithfully



Solomon Berhane  
Headteacher



## **JOB DESCRIPTION**

**SCHOOL:** St Catherine's College

**POST:** Examinations Invigilator / Scribe & Reader

**GRADE:** NJC scale point 3

**RESPONSIBLE TO:** Examinations Officer / SENCO

### **Main Purpose of the Job**

To participate in conducting external examinations for pupils; ensuring that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

To write or word processes a pupil's dictated answers to questions. Scribes need to be familiar with the subject area and terminology and to have neat and legible handwriting, or if using a computer, they should be proficient in word processing. Scribes and Readers are required to ensure that all JCQ regulatory requirements for the conduct of examinations are strictly adhered to.

### **Main Functions**

1. To check the examination room prior to the arrival of candidates to ensure that:
  - heating, lighting, ventilation and levels of extraneous noise are acceptable
  - no display materials that might be helpful to candidates are visible
  - a reliable clock of readable size is visible to each candidate
  - the *Warning to Candidates* is displayed both inside and outside the examination room
  - the *Notice to Candidates* is displayed in a public place outside the examination room
  - the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others
2. To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
3. To carry out checks on the identity of candidates on their arrival.
4. To take all reasonable steps to ensure that:
  - the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
  - candidates take into the examination room only those articles, instruments or materials which are expressly permitted
  - candidates have all the necessary material to enable them to complete the examination
5. To open the packet of examination papers and issue the papers to Candidates.
6. To give clear instructions to candidates about the conduct of the Examination to ensure that they fully understand what they are required to do.
7. To supervise the candidates throughout the whole time the examination is

in progress and give complete attention at all times to this duty.

- 8 To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body.
- 9 To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert.
- 10 At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers.
- 11 After collation, to ensure the scripts are handed to the person responsible for despatching the scripts to Examiners.
- 12 To collect all unused stationery in the examination room and return it to the Examinations Officer.
- 13 To ensure that the room is left in a tidy condition.
- 14 To write or word process a pupil's dictated answers to questions.
- 15 To speak to the pupil only when spoken to as the pupil should be in charge of the exam, but to ask the pupil to repeat something or let them know if you are unable to keep up with their rate of dictation.
- 16 Read back to the pupil what has been recorded and change the recorded material as requested by the pupil.
- 17 To draw or add to maps, diagrams, graphs and tables strictly in accordance with the pupil's instructions.
- 18 To print off after the finish or the examination any work that a computer has been used for.
- 19 To ensure that you are familiar with the curriculum subject areas and terminology on the subjects being examined.
- 20 To scribe as required and to have neat and legible handwriting.
- 21 To use a computer as required and be proficient in word processing.
- 22 Wherever possible conduct practice sessions when working with a new pupil to provide you with an opportunity to practice scribing a typical exam answer and to identify working arrangements with the pupil.
- 23 Contact the appropriate member of staff if problems arise during the examination, for example in the event of breakdown in communication.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the college as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

## PERSON SPECIFICATION: EXAMINATIONS INVIGILATOR / SCRIBE & READER

Attributes	Essential	Desirable
Qualifications and training:	<ul style="list-style-type: none"> <li>☰ Good basic education.</li> </ul>	
Knowledge and Understanding:	<ul style="list-style-type: none"> <li>☰ Basic knowledge of examinations.</li> <li>☰☒ Knowledge of curriculum subject areas and terminology on the subjects being examined</li> </ul>	<ul style="list-style-type: none"> <li>☰ Knowledge of Exams procedures.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>☰☒ Experience of undertaking a range of clerical and administrative duties.</li> <li>☰☒ Proficiency in word processing</li> </ul>	<ul style="list-style-type: none"> <li>☰ Experience of working in a school / college.</li> <li>☒ Experience of working with young people.</li> <li>☒ Exam or educational background.</li> <li>☰ Previous invigilation experience.</li> </ul>
Skills and Abilities:	<ul style="list-style-type: none"> <li>☒☑ Ability to work in an organised and methodical manner.</li> <li>☒ Ability to work as part of a team.</li> <li>☒ Ability to organise examination room.</li> <li>🧠 Excellent communication skills.</li> <li>☒ Ability to work under pressure.</li> <li>☑ Ability to demonstrate initiative.</li> <li>🧠 Ability to show sensitivity and objectivity in dealing with confidential issues.</li> <li>🧠 Ability to present a professional college image.</li> </ul>	
Personal Qualities:	<ul style="list-style-type: none"> <li>☒ A commitment to equal opportunities, inclusion and comprehensive education.</li> <li>🧠 Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>☒ A positive and enthusiastic work ethic.</li> <li>🧠 Willingness to positively promote the College's aims and ethos.</li> <li>☰ Willingness to participate in further training and developmental opportunities.</li> <li>🧠 A flexible approach.</li> <li>☰ Good health and attendance record.</li> </ul>	<ul style="list-style-type: none"> <li>☒🧠 A practising Christian.</li> </ul>

