

## Vacancies for Invigilators, Readers & Scribes

Up Holland High School is looking to add to its team of Invigilators, Readers and Scribes to assist the Exams Officer. Previous experience is not required. We welcome applications from people with the following attributes:

- Excellent communication skills
- Flexibility
- Excellent organisational skills
- Enjoy working with young people
- Have GCSE C grade or equivalent in English and Maths
- Have good attention to detail

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers. Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

Application forms and further details of the post are available to download from the school website: <https://www.uhhs.uk/about-our-school/vacancies>

Completed application forms should be emailed to: [a.mckernan@upholland.lancs.sch.uk](mailto:a.mckernan@upholland.lancs.sch.uk) marked for the attention of Mr P Scarborough, Headteacher.

*Please note: This advertisement will remain on our website and be removed as and when we have recruited appropriate numbers.*

**UP HOLLAND HIGH SCHOOL**  
Sandbrook Road, Orrell, Wigan, Lancs WN5 7AL  
Tel: 01695 625191  
Website: [uhhs.uk](http://uhhs.uk)      Twitter: @UHHSchool

## **JOB DESCRIPTION**

<b>Title</b>	<b>Invigilator, Reader and Scribe</b>
<b>Pay per hour</b>	Invigilator £9.70/Reader £9.90/Scribe £10.30
<b>Hours</b>	Casual during exam periods – November mock exams, February mock exams and May/June GCSE & school exams
<b>Responsible to</b>	Exams Officer

### **The Person Specification**

The Invigilator, Reader, Scribe will:

- Be an excellent communicator
- Be flexible
- Possess excellent organisational skills
- Enjoy working with young people
- Have GCSE C grade or equivalent in English and Maths
- Have good attention to detail
- Appropriate training support and guidance will be offered upon appointment

### **Main Duties**

Working on a one-to-one basis, to provide access arrangements to pupils who have this in place. This will include being a 'reader' (reading examination paper to pupil), 'scribe' (writing answers for the pupil on the examination paper) and invigilator (ensuring the exam's security at all times).

### **Duties of the Invigilator:**

- Overseeing the orderly entry of the pupil into the exam room.
- Checking that the pupil has the correct exam question paper and materials.
- Record exam start and finish times on the notice board so that the pupil can see these clearly.
- Invigilators should ensure they are fully familiar with any instructions for the conduct of examinations.

**Duties of the Reader:**

- The reader must read accurately.
- The reader must only read the instructions of the question paper(s) and questions. The reader must not explain or clarify.
- The reader must only repeat the instructions of the question paper or questions when specifically asked to do so by the candidate.
- The reader must only read the instructions/rubric of a paper testing reading and must not read individual questions or text.
- The reader must abide by the regulations since failure to do so could lead to the disqualification of the candidate.
- The reader may read back, when requested, what the candidate has written.
- The reader may, if requested, give the spelling of a word which appears on the paper but otherwise spellings must not be given.

**Duties of the Scribe:**

- The scribe must be able to write accurately, and at a reasonable speed, what the candidate has said.
- The scribe must draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper.
- The scribe must abide by the regulations since failure to do so could lead to disqualification of the candidate
- The scribe must not give factual help to the candidate or indicate when the answer is complete.
- The scribe must not advise the candidate on which questions to do, when to move on to the next question, or on the order in which questions should be answered.
- The scribe may, at the candidate's request, read back what has been recorded.

Training support and guidance will be offered on appointment and is subject to receipt of Enhanced DBS certificate.

September 2022