



HEATHSIDE
SCHOOL

Readers and Scribes

Heathside School

Weybridge, Surrey, KT13 8UZ

Various Work Patterns Available

Starting ASAP

Salary: £12.56 per hour

We are currently recruiting Readers and Scribes to join our SEND team. You will be employed on a casual basis to assist with Reading and Scribing mock and public examinations throughout the school year. We can offer a range of working hours according to the exam timetable. Morning sessions generally start between 8.00am and 8.30am and afternoon sessions normally start at 12.30pm and 1pm.

Readers are required to:

- read through questions and source material for exams.
- have a strong understanding of, and fluency in, the English language is essential
- have a clear speaking voice

Scribes are required to

- write on behalf of students with special educational or additional needs
- strong spelling, grammar and legible handwriting are a must

Successful candidates will:

- You will be flexible, reliable, and available to work during school hours throughout our peak exam times which are December-January and March through to June-July.

There may be opportunities to support at other times of the year.

Applications:

- Please note CVs cannot be accepted
- Applications will be considered as they are received

ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children. Applicants must undergo child protection screening, including checks with past employers and an enhanced DBS disclosure. It is committed to equal opportunities and welcomes applications from all sections of the community.

Tel: 01932 846162 www.heathside.surrey.sch.uk

