|  |  |
| --- | --- |
| Post Title | Scribe / Exam Invigilator  |
| Salary Grade | Scale 1 Point 10 (fixed)  |
| Hours | Flexible sessions between 8.30am and 4.30 pm dependant of exam timetable   |
| Reports To | Exams Officer  |
| Purpose Of Post | Overall aim to support the governors, Principal and teaching staff in their aim to improve student achievement by providing a positive learning environment. To be a team member undertaking duties as required to meet the needs of the school and the team. To support the school in the running of external and internal examinations following the strict regulations set down by the examining bodies.  |

**Principal Duties and Responsibilities:**

1. Supporting students with access arrangements, which will include scribing and reading for some exams.
2. Setting up the exam room ready for the start of the exam ie candidate notices etc
3. Getting candidates in the exam hall in an appropriate manner.
4. Ensure that candidates are aware of the exam conditions, retrieving mobile phones etc.
5. Supervising candidates in a quiet and unobtrusive manner.
6. Issue of exam papers and any other authorised material to candidates, ensuring candidates have the correct papers and that any erratum notices are read out.
7. Recording and notifying candidates of the start and finish times of exams.
8. Completing the attendance register and notifying the Exams Officer of any absentees.
9. Responding to candidate queries in accordance with the exam regulations.
10. Supervising candidates who leave the exam room in accordance with exam regulations.
11. Ensuring that school policy is adhered to at all times.
12. Ensuring exam conditions are maintained until candidates are dismissed from the exam room.
13. Collecting the exam scripts in attendance register order and assisting with the packaging of scripts.
14. Checking that nothing has been left at the desks and reporting any graffiti found to the Exams Officer.
15. Deal with emergencies in a calm and professional manner.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the Academy’s Child Protection Policy at all times.

If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her line manager or the Academy’s Child Protection Officer.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.