



Bishop Luffa School

A CHURCH OF ENGLAND SCHOOL

Exam Invigilators, Readers and Scribes

Bishop Luffa School is looking to appoint new Exam Invigilators, Readers and Scribes to join our hardworking team.

The role will require you to work flexible hours during examination period(s). Approximate morning and afternoon sessions start times are as follows: Mornings from 8.30am / Afternoons from 12.30pm

Exam Invigilators

About the role: You will be expected to help the Examinations Officer prepare the exam rooms to create the correct environment for students, then help monitor the secure running of the exams following strict regulations. Student welfare during exams is extremely important to enable them to perform to their best ability, and our exam invigilators are there to support our students whilst making sure they, and the school, are vigilant in following the exam regulations.

Readers/Scribes

About the role: This requires 1:1 work with a student helping them to access the exams fully, reading and/or writing for them whilst following strict regulations. This is an essential role to assist students who have additional needs in processing information, speed or legibility of writing or reading ability.

Whilst experience is preferred, it is not essential as training in the roles and duties will be provided. There are no fixed hours available but you will be able to work flexibly throughout the year within the internal and external examination schedule.

You will need to be someone who:

- Interacts well with young people and is friendly yet authoritative
- Can assure that the integrity of the exams is maintained at all times
- Confident and able to communicate effectively with students and staff
- Able to sit, stand and walk about for up to three hours
- Vigilant, organised and approachable
- Able to remain calm at all times
- A good team member
- Able to work within given guidelines