

JOB DESCRIPTION

POST: Invigilator/Reader/Scribe

RESPONSIBLE TO: Exams Officer

JOB PURPOSE: Invigilate exams (could be responsible for the running of the exam), Reading (reading examination paper to student), Scribe (writing answers for the student in examination paper), assisting word processing if the student has this facility, supervising students who have breaks in between questions as well as assisting students who have a visual impairment or medical/behavioural issues.

TRAINING: You will be required to do a 60 minute online course which introduces the Instructions for Conducting Examinations. This will be updated each year.

SALARY: Time slots will be 8:45 – 11:15 and 1:15 – 3:45
£25.00 per session

LOCATION: St. Johns School