

**JOB DESCRIPTION**

<b>Position Title:</b>	<b>Exam Access Arrangement Support</b>	<b>Date Finalised</b>	April 2025
<b>Grade (if appropriate):</b>	£13.95 per hour		
<b>Contract Type:</b>	Casual Contract within term time only		
<b>Hours:</b>	To be agreed with Examinations officer and SENCO		
<b>Team:</b>			
<b>Reports to:</b>	Lead Invigilator / Examinations Officer / SENCO		
<b>Job Summary/Purpose</b>			
To provide access arrangement support for students in the examination process.			
<b>Primary Responsibilities</b>			
<b>Specific Duties:</b> To support students who require exam access arrangements in exams.			
<b>This activity may include:</b>			
<ul style="list-style-type: none"> <li>• Reading for a student within the exam</li> <li>• Scribing for a student within an exam</li> <li>• assisting with setting-up examination rooms by laying out stationery and examination papers according to Joint Council for Qualifications (JCQ) regulations;</li> <li>• assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in the examination;</li> <li>• ensuring that candidates do not communicate once inside examination room;</li> <li>• checking attendance during examinations;</li> <li>• escorting candidates from rooms during the examinations, as required, and supervising candidates whilst outside examination rooms, when required;</li> <li>• collecting and collating scripts at the end of the examination in accordance with strict procedures;</li> <li>• supervising candidates leaving examination rooms, ensuring that candidates do not remove equipment or stationery from the room without authorisation and ensuring that candidates leave rooms in an orderly and quiet manner.</li> </ul>			
<b>Normal working hours will generally be (will vary dependant on exam length):</b>			
Morning sessions: 8.30am – 11.30am			
Afternoon sessions: 1pm – 3.30pm			
<b>It may be necessary to work outside of normal working hours.</b>			
<hr/>			
<b>Are there line management responsibilities?</b>	No		
<b>Other relationships within the school i.e. which parts of the school will this role work closely with?</b>			
Staff and students Other examination invigilators in the team			
<b>External Relationships i.e. which external stakeholders will this role work closely with?</b>			
None			

<b>Critical Skills</b>	
An understanding of examination processes would be desirable Effective oral/written communication skills is essential	
<b>What financial responsibility (if any) does this position have?</b>	
None	
<b>Experience, Qualifications, Technical Requirements, Education</b>	<b>Required/Preferred</b>
<i>Experience of working or studying in an educational environment</i>	<i>Preferred</i>
<i>Proactive worker with attention to detail</i>	<i>Required</i>
<i>Ability to relate to academic staff and students</i>	<i>Required</i>
<i>Ability to work under pressure and to tight deadlines</i>	<i>Required</i>
<p><i>Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.</i></p> <p><i>Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.</i></p>	