

USEFUL INFORMATION FOR CANDIDATES



The Invigilation Team is made up of 45 people led by The Trust Exams Manager.

The core purpose of the team is:

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and The Trust policies and procedures.
- To play a key role in upholding the integrity of the external and internal examination and assessment process.
- To provide a calm environment for the candidates
- Facilitate access arrangements for candidates, for example as a reader and/or scribe (full training will be provided)

There are currently opportunities at The Gryphon School, Sherborne and King Arthur's School, Wincanton however there may be instances where you are asked to assist at another school within the Trust. A comprehensive induction will be provided before commencing in role.

Hours required

As this is a casual post, there is no obligation for the Trust to provide work and no obligation for you to accept work when offered it. When offered, hours and days will vary according to need, from one to seven hours per day, with availability from 8.30 am to 4.00 pm Monday to Friday. We aim to give everyone in the team the opportunity to gain experience and to develop their skills and knowledge. However, as this is a casual post, there will be no guaranteed minimum hours of work due to the nature of the role.

- Up to 10 weeks of Pre-Public Examinations (mocks) spread throughout the academic year
- 6 Weeks of external exams during May and June
- Occasional days throughout the year

As part of the duties, you may have to be on your feet for a few hours at a time and there will also be some carrying of boxes, so it is expected that you will have a standard of fitness that allows you to do this.

There is a confidentiality component to this role and the post holder needs to undertake the duties of this role in a strictly professional manner.

You will be required to attend training, refresher or review sessions as required. A training session will be held on Friday 08th November 2024.

We are particularly keen to hear from caring, support adults to assist our SEND students with their examination access arrangements, such as the use of a reader or scribe. Whilst no experience is needed as training will be given, experience of working with young people would be an advantage. You will need to be reliable, flexible and well-organised with a good attention to detail.