

Examination Invigilator / Reader / Scribe

Job Purpose

An Examination Invigilator/Reader/Scribe at Ballard School aims to be the very best staff supporter and pupil helper at a very important time, providing and supporting the examination process in accordance with the Joint Council for Qualifications (JCQ), awarding body and Ballard School regulations and instructions.

Department:	Examinations
Reporting to:	Examinations Officer
Liases with:	Academic Staff and Pupils

The School

Ballard is an award-winning independent co-educational, day school for pupils from Nursery (2 years) to GCSE (Year 11). Ballard has been recognised, once again, by the prestigious Independent School of the Year Awards, by winning their Co-educational School of the Year Award 2024. This follows Ballard reaching the finals for Sport in 2023 and Performing Arts in 2022. We have also reached the finals of the Independent School Association's Award for Fine Arts and Design, the MTI Award in Musical Theatre Provision, for the Music and Drama Education Awards 2025, as well as being the current Languagenut Primary champion. Situated on the edge of New Milton and close to both the New Forest and the sea, set within a wonderful 34-acre site the school has around 450 pupils. We are a family school which offers an all-round education within a nurturing and supportive environment. We believe that children flourish and achieve if kept happy, fulfilled and stretched through a wide range of activities including sport and the performing arts.

As a Ballard School staff member needs to be fully in sympathy with the aims and ethos of the Ballard School and to promote the school positively at all times. (Please consult the School's aims and objectives.) Some flexibility is required by all staff as occasionally situations may dictate that staff operate outside their 'comfort zone' when the health, safety or welfare of the pupils (and other staff) necessitates this. All staff agree to, and sign, a code of ethics, are recruited and appointed in line with the Government's 'safer recruiting' initiative and undergo a successful enhanced DBS check and digital screening. Full details of the expectations and responsibilities of all staff can be found in the Ballard School staff handbook and employment manual.

Job Description

Specific Duties:

To support with the day-to-day operation of examination venues. This activity may include:

- assisting with setting up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- offering advice and guidance to unregistered candidates without allocated seats;
- ensuring that candidates do not talk once inside examination venues;

- invigilating during examinations, dealing with queries raised by candidates, and dealing with examination irregularities in accordance with strict procedures;
- checking attendance during examinations;
- recording details of late arrivals and early leavers and collecting scripts from early leavers;
- escorting candidates from venues during the examination as required, and supervising candidates whilst outside examination venues;
- collecting and collating scripts at the end of the examination in accordance with strict procedures;
- assisting with the preparation of script envelopes;
- supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner; and
- facilitating access arrangements for candidates, as a **reader, scribe** (full training will be provided).

Key Functions (Reader):

- Read aloud examinations instructions and questions, accurately and clearly;
- Re-read aloud examination instructions and questions if requested; and
- Re-read a candidate's answer back to them if requested.

Key Functions (Scribe):

- Produce accurate and verbatim transcripts of answers dictated by the candidate in a handwritten format
- Re-transcribe answers back to the pupil if requested and make amendments as dictated by the pupil

Other Duties:

To assist Examinations Office staff with other examination processes. This activity may include:

- assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate;
- assisting with the preparation of seating plans; and
- delivering scripts to departmental and school offices.

Person Specification

Please note: Although the below attributes for experience are desirable, full training will be provided.

CRITERIA	ESSENTIAL	DESIRABLE
Experience		<ul style="list-style-type: none"> • Experience of working or studying in higher education environment
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Effective oral/written communication skills • Numeracy 	<ul style="list-style-type: none"> • An understanding of examination processes
Personal attributes Role Related	<ul style="list-style-type: none"> • Accuracy and attention to detail • Flexible approach to work • Reliability, energy, integrity, resilience and enthusiasm • Ability to work under pressure and to tight deadlines • be confident and a reassuring presence to candidates in exam rooms • Ability to form good relationships with staff and pupils 	

	<ul style="list-style-type: none"> • Ability to work well in a team • Versatility • Someone who understands children and wants the very best for them academically, whilst being fully committed to their safety and wellbeing 	
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Supporting the School

- Uphold School policies
- Be aware of School procedures
- Attend relevant in-service training
- Ensure all matters concerning pupils, other staff and the School remain confidential
- Ensure the safety of pupils at all times

Working Hours and Rate of Pay

- Term time only
- Hours vary depending on the length of the examination. Start times from 8.00am and all examinations will be finished by 5.00pm.
- Rate of pay £11.44 per hour
- Staff are welcome to have lunch and refreshments in term time and parking is available

Applications

How to apply:

Applicants are asked to complete a Support Staff application form, along with their letter of application, and send it, addressed to the Headmaster (recruitment@ballardschool.co.uk).

Shortlisted applicants will be invited to the School for interviews and will also have the opportunity to meet departmental staff.

The School retains the right to interview and appoint at any time during the application process, so early applications are strongly encouraged.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further details and an application form, please visit: www.ballardschool.co.uk/vacancies