

St. Crispin's
Excellence for all



St. Crispin's School

Recruitment Pack



Exam Support Team Member



Exam Support Team Member

St Crispin's School
Headteacher: Andy Hinchliff
NOR 1452, 11-18
Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS
Tel: 0118 978 1144
www.crispins.co.uk

Must be available to work through various exam periods. Commitment to the summer (mid-May to early July) required

**Flexible working available— 8.30am and / or 12.30pm start
£11.61 per hour**

Looking for a rewarding, flexible, sociable role where you can make a real difference to the lives of our young people?

If you are organised, reliable, have strong attention to detail and can remain calm and reassuring under pressure you would make a fantastic member of our exam support team.

Full training will be provided and you will join our Exam Support Team playing a key role in our students GCSE and A level examination experience.

The role includes being a reader, scribe, prompt and supporting students during their exams through providing their access arrangements.

Working hours can be negotiated for each exam period.

St. Crispin's School is a very happy and oversubscribed 11-18-year-old mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. Standards within the school are high and St. Crispin's is a lovely and positive place to work.

Further details and an application form are available from Sarah Hales, PA to Headteacher (haless@crispins.co.uk)

Closing date: 9am, Tuesday 2nd January 2024

Please email completed applications to Sarah Hales, PA to Headteacher (haless@crispins.co.uk)

Interviews: tbc

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales (number 11031096) whose registered office is The Oval Offices, C/O St Crispin's School, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 www.thecircletrust.co.uk



Job Description

Main Purpose and Object:

To provide support to students during the examination process.

Specific Duties:

To support the exams team 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.
- Ensuring that candidates do not talk once inside examination venues.
- 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.

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

- Delivering scripts to departmental and School offices.
- To act as a reader/scribe/ prompt for students undertaking exams.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school team and attend and participate in relevant meetings as required.
- To follow statutory guidance and school policies including child protection and safeguarding.
- Any other duties reasonably required by the Headteacher.

Details of Line Management:

This post is line managed by the Business Manager / Examinations and Awards Office Staff.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Personal Specification

Experience:

- Experience of working or studying in higher education environment desirable.

Specific skills and Knowledge:

- An understanding of examination processes desirable.
- Effective oral/written communication skills essential.
- Numeracy essential.

Personal attributes:

- Accuracy and attention to detail essential.
- Flexible approach to work essential.
- Ability to relate to academic staff and students essential.
- Ability to work under pressure and to tight deadlines essential.

About Us

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St Crispin's converted to an academy and became part of www.thecircletrust.co.uk.

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



Policy Statement

To view our Recruitment Privacy Policy please see link below:

[St Crispin's School Recruitment Privacy Policy](#)

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales (number 11031096) whose registered office is The Oval Offices, C/O St Crispin's School, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 www.thecircletrust.co.uk