

St. Crispin's  
Excellence for all



# Excellence FOR ALL

Applicant Information Pack:  
Exam Reader/Scribe

**Closing date: Applications considered upon receipt**

Applications can be made

by completing the **application form**

To arrange a visit or return completed forms contact  
Sarah Hales - [haless@crispins.co.uk](mailto:haless@crispins.co.uk) tel. 0118 978 1144



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

**Must be available to offer commitment to the summer exam period (mid-May to early July)**

**Flexible working: 8.30am and / or 12.30pm start**

**£12.85 per hour**

Under the management and guidance of the SEN Lead, we are seeking individuals to read and/or scribe during examinations or controlled assessments for students with access arrangements in accordance with the Joint Council for Qualifications (JCQ) Regulations.

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 reader/scribe team.

Full training will be provided and you will play a key role in our students' GCSE and A level examination experience.

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.

Visits to the school are warmly welcomed!

### To arrange a visit or apply

Contact Sarah Hales - PA to Headteacher [haless@crispins.co.uk](mailto:haless@crispins.co.uk) | Tel: 0118 978 1144

Applications can be made by completing the [application form](#) here or on our school website

**Closing date:** Applications will be considered upon receipt | **Interview date:** Ongoing

*The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.*



## Our school

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We believe in promoting excellence in an atmosphere where students can learn, enjoy, grow and support each other.

We have a strong focus on the basics: excellent learning and teaching, a safe, disciplined environment and an ethos that promotes high 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 wonderful team of committed staff that provide support, challenge and expertise to enable every student to achieve.

### Key Information

Type of School	Academy
Planned Admission Number (PAN) for Year 7	210
NoR	1498
Ofsted	Good (2022)







## Pastoral system

Our school ethos for many years has been 'Excellence for All' and it is very much at the heart of all that we do. Indeed, we strive for excellence **from** all to ensure that there is a positive culture within our community to be the best that we can. We work to ensure that students not only leave with the best possible academic results that they can be proud of, but also key skills for the working world which are individualised to their needs and the path they wish to follow.

**We offer enrichment beyond the classroom as much as possible, and stakeholders speak highly of the opportunities that the school offers. We tailor the curriculum termly for each year group to develop key life skills and virtues such as respect and resilience.**

Our commitment to preparing young people for the wider world is reflected in not only our very low NEET figures but the increasing number of young people who choose to stay at the school for their post-16 studies and the number of external students that join us for the Sixth Form.



## Our culture

The importance we place on values and positive behaviour ensures a culture within the school where students recognise that whilst they do have rights such as 'to learn' and 'to be heard', they also have a responsibility to respect one another as well as the wider community. This underpins the behaviour procedures which staff are consistent in implementing. We continually review the effectiveness of policies and approaches, and staff are encouraged to reward students for positive behaviour and for showing respect to our community.



## About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust 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.

 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



For more information

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.







## Job description

<b>Salary</b>	<b>£12.85 per hour</b>
<b>Contract</b>	<b>Flexible working available: 8.30am and/or 12.30pm start</b>

### Aim and main purpose of the job:

To provide 1:1 or small group support as a reader and/or scribe to students in receipt of Exam Access Arrangements during the examination process in accordance with the Joint Council for Qualifications (JCQ) Regulations.

### Specific duties:

- To act as reader/scribe/prompt for students undertaking exams
  - A reader must read the exam paper or assessment materials accurately to the candidate
  - A scribe must write accurately, and at a reasonable speed, what the exam candidate has said
- Ensuring the 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.
- Delivering scripts to departmental and school offices.
- 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 School Business Manager / SEN Lead.

## 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.





## Person specification

	Criteria	Essential	Desirable
<b>Experience</b>			
1	Experience of working or studying in higher education environment		✓
<b>Specific skills and knowledge</b>			
2	Effective oral/written communication skills	✓	
3	Numeracy	✓	
4	An understanding of examination process		✓
<b>Personal attributes</b>			
5	Accuracy and attention to detail	✓	
6	Flexible approach to work	✓	
7	Ability to relate to academic staff and students	✓	
8	Ability to work under pressure to tight deadlines	✓	

# The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

## Visits to the School

Visits to St. Crispin's are warmly welcomed.  
To arrange a visit, please contact Sarah Hales - PA to Headteacher  
[haless@crispins.co.uk](mailto:haless@crispins.co.uk) or on: 0118 978 1144

## Application form

Please complete the [application form](#).  
This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4.

## References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

## Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunity monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

## Application closing date

Applications are considered upon receipt. Applications can be made by completing the [application form](#) on our school website.

Please send your application to Sarah Hales - PA to Headteacher  
[haless@crispins.co.uk](mailto:haless@crispins.co.uk) or on: 0118 978 1144  
Applications will be acknowledged by email on the next school day.

Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early.

Shortlisting will be against the Person Specification criteria as detailed in this



## Shortlisting

pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.

## Interview date

Ongoing

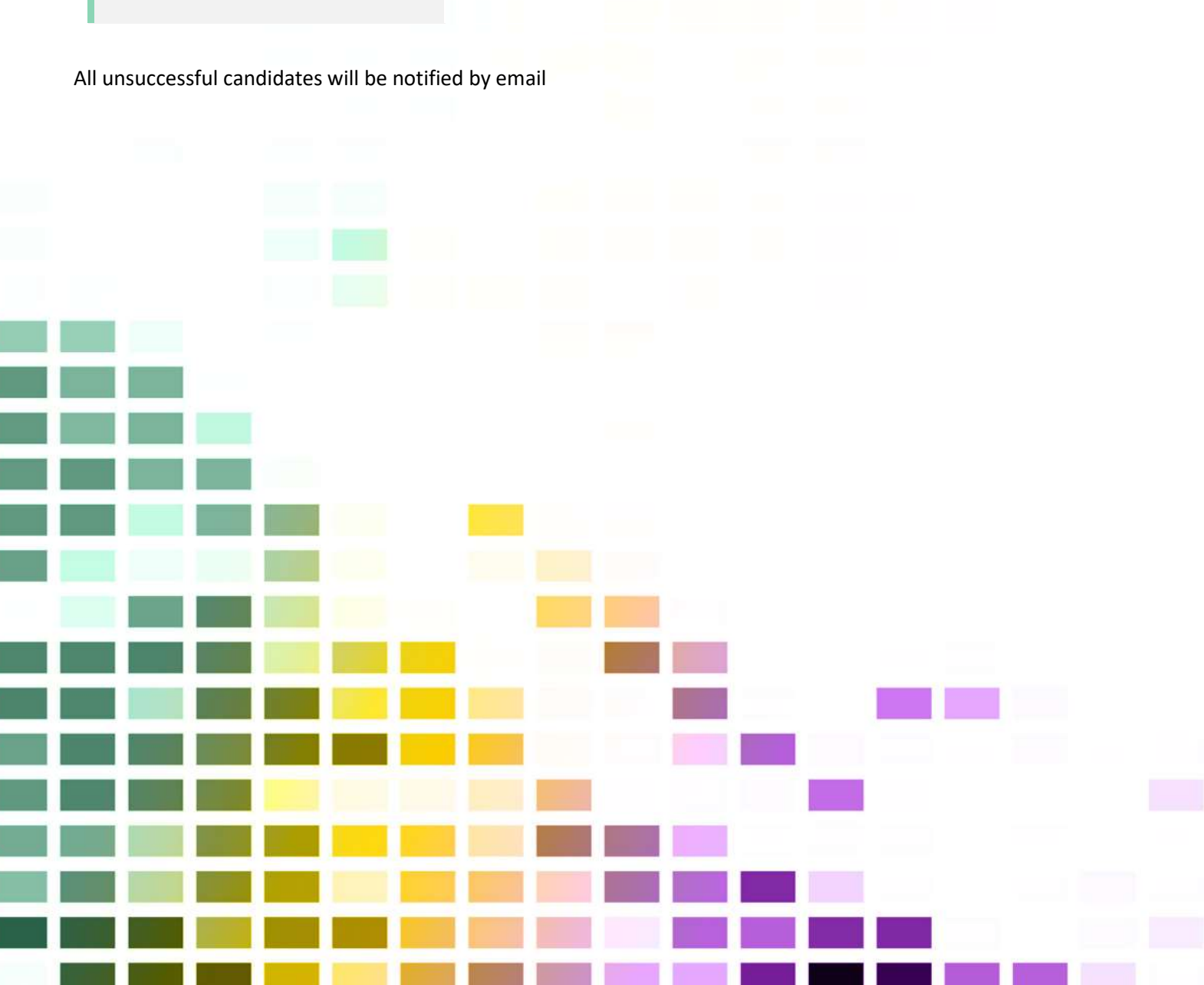
## Checks

If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

## Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email



# How we use your data

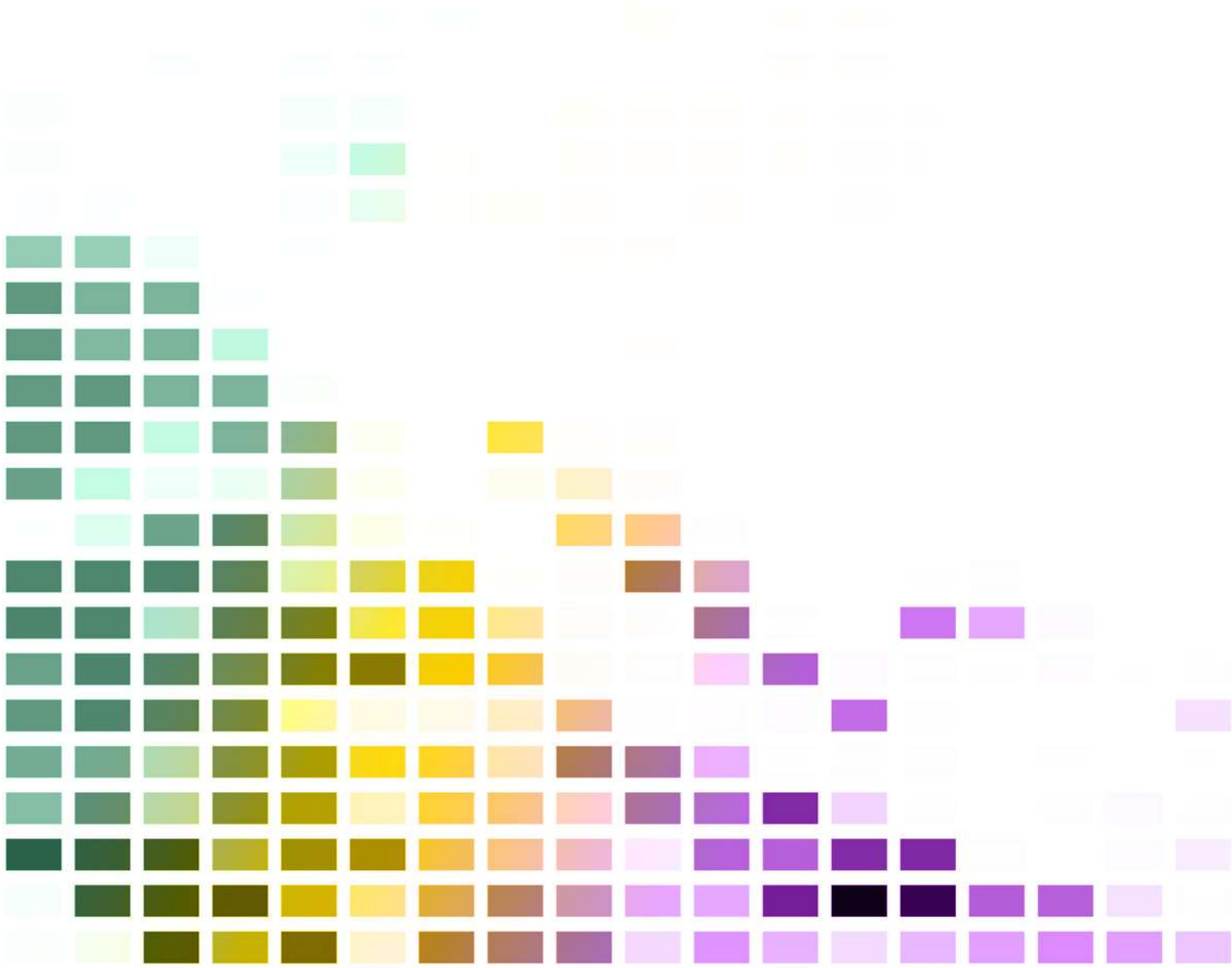
In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Sarah Hales – PA to Headteacher, either via email [haless@crispins.co.uk](mailto:haless@crispins.co.uk) or call on 0118 978 1144.







**St. Crispin's**  
Excellence for all



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[www.crispins.co.uk](http://www.crispins.co.uk)



The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk).