



# Dyson Perrins

CHURCH OF ENGLAND ACADEMY

LIFE IN ALL ITS FULLNESS

BRIEF FOR THE POSITION OF  
SCRIBES, READERS & INVIGILATORS  
PART OF THE EXAM INVIGILATOR TEAM



## DYSON PERRINS CHURCH OF ENGLAND ACADEMY

### Our Mission:

A Christian school which enables all students, regardless of beliefs, abilities or background, to reach their potential and flourish. 'Life in all its fullness' John 10:10.

### Our Vision:

- To deliver academic excellence every day.
- To enable character development and personal growth.
- To provide extra-ordinary experiences that create life-long memories.
- To create a supportive and happy learning community with a sense of togetherness
- To work in effective partnerships to have a positive influence across our community.

### Our School values:

*Belief*

*Trust*

*Resilience*

*Challenge*

Dear Applicant,

Thank you for showing an interest in joining Dyson Perrins.

This is an exciting opportunity and your contribution will help improve the life chances of our young people. Our students are wonderful and deserve the very best. You will join a supportive, committed and highly talented staff team who share high ambitions for our students. You will need to bring a sense of energy, a desire to continually improve and share our commitment to raising the achievement of every student.

"Pupils are happy and feel safe at this inclusive school. Staff have high expectations for pupils in all aspects of school life. This is reflected in their positive behaviour and their participation in all aspects of school life. Pupils' behaviour in and around school is calm and friendly." Ofsted, June 2023

Equality and diversity are important to us and we welcome applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. Dyson Perrins is a Church of England Academy so applicants should be in sympathy with the aims and philosophy of a Church School and willing to lead through our Christian values of belief, trust, challenge and resilience.

I hope you have been inspired to apply and I look forward to reading your application. We are happy to offer informal visits to the school so please do get in contact with any questions, for a conversation about the post or to arrange a visit.

Best wishes with your application.

Mike Gunston  
Headteacher



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**Scribes, Readers and Invigilators, part of the Exam Invigilator Team** -- Required as soon as possible  
**Hourly rate:** £12.26 per hour – Casual Contract

We are seeking confident and reliable individuals to join our friendly team of Exam Invigilators to assist with the smooth running of the examinations process. This is an exciting and rewarding opportunity to ensure our students have the most efficient and effective experience possible.

A flexible attitude and an approachable manner are important as well as having the confidence to enforce the rules and regulations for delivering exams. We are looking to recruit Exam Invigilators on a casual basis who will be instrumental in supporting this aim. Exam Readers and Scribes work on a 1:1 basis with candidates to facilitate exam access arrangements.

Examinations, both internal and external, are a crucial element of school life which means you may be needed throughout the academic year. Our busiest period is May/June when all team members will be required to be available.

Candidates will ideally be able to work Monday to Friday 8.45 to 12.00 and /or 12.30 to 15.00.

**Dyson Perrins is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for an enhanced disclosure from the Disclosure and Barring Service before appointment is confirmed. References will be sought on shortlisted candidates before interview.**

We strive to be an Employer of Choice and are committed to the wellbeing and development of our colleagues. You will join a supportive, warm and friendly community. We reserve the right to close this vacancy early if we receive suitable strong applications. If you are interested in working with us, please apply without delay.

For a confidential discussion about this post, more information or to arrange a visit, please contact our HR team.

Email: [HR@dysonperrins.co.uk](mailto:HR@dysonperrins.co.uk)

Telephone: 01684 564751

Application forms can be found using the following link to our website

[https://www.dysonperrins.worcs.sch.uk/uploads/Vacancies/Application%20Form-Non%20Teaching\\_Sept22.doc](https://www.dysonperrins.worcs.sch.uk/uploads/Vacancies/Application%20Form-Non%20Teaching_Sept22.doc)

Please email completed application forms to the Office Manager [HR@dysonperrins.co.uk](mailto:HR@dysonperrins.co.uk).

Alternatively our address can be found on the back cover.

**Thank you for your interest in Dyson Perrins Church of England Academy, We look forward to receiving your application form**

Closing date: Wednesday 22 January 2025



## Dyson Perrins Church of England Academy Person Specification for a Scribes, Readers and Exam Invigilator

The primary duties of a Scribes and Readers are:

- Read through the assessment material with the candidate
- Only read the questions as they are written.
- Record accurate and legible responses dictated by the candidate.
- Record ONLY what the candidate has said.
- Read back what has been dictated as often as necessary, as requested by the candidate.
- Make alterations to what has been written if the candidate identifies and dictates the amendment.
- Converse with the candidate only to clarify their instruction, if necessary, emphasising that they are there to act only as a writer and /or Reader and that the candidate should give clear instructions about their requirements.
- Where working on a 1:1 basis, act as invigilator to ensure that examination regulations are adhered to.

The primary duties of Invigilators are:

- to ensure that the examination is conducted according to JCQ instructions in order to:
  - ensure all candidates have an equal opportunity to demonstrate their abilities
  - ensure the security of the examination before, during and after the examination
  - prevent possible candidate malpractice.

	Essential	Desirable
<b>Knowledge &amp; Experience</b>		
Experience of working in a school (paid or unpaid)		✓
Experience of supervising young people		✓
Previous Examination Invigilation experience		✓
Previous experience of communicating with groups		✓
Possess some supervisory experience		✓
<b>Skills &amp; Abilities</b>		
Ability to use own initiative as well as working within a team environment	✓	
Excellent communication and interpersonal skills	✓	
Ability to remain calm, positive and maintain an air of authority	✓	
Ability to maintain confidentiality at all times	✓	
Willingness/ability to follow procedures and work to strict guidelines	✓	
Ability to identify with the needs of students in an examination environment	✓	
Ability to remain alert and vigilant for prescribed periods	✓	
Be available to work flexibly as the need arises	✓	
<b>Personal Qualities</b>		
Enthusiasm and a positive outlook	✓	
Excellent attendance and punctuality	✓	



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## Notes

- The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.
- The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the line manager may reasonably require. It may be reviewed annually or earlier if necessary. You may discuss your job description with your line manager or the Headteacher at any arranged time.

## Staff Benefits:

- A supportive and caring community
- Excellent CPD opportunities and career progression/ Professional development of support staff
- Weekly one to one coaching for teaching staff
- Centralised behaviour systems
- Employer Contributions to Teachers Pension Scheme or Local Government Pension Scheme
- Discounted gym membership scheme
- Employee Assistance Programme for free and confidential advice
- Family friendly working arrangements and policies
- Eye Care Voucher scheme / Annual Flu Vaccination
- Free parking
- Member of Dyson Perrins Staff Association
- Laptop available for staff for business use
- Mental health and well-being support

## Our Commitment to Safeguarding:

Dyson Perrins Church of England Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

An offer of employment will be conditional until an Enhanced DBS and medical clearance have been received. References will include your most recent employer and may be sought prior to interview. Any offer of employment will be conditional on the receipt of at least two satisfactory references.





📍 Dyson Perrins Church  
of England Academy  
Yates Hay Road  
Malvern  
Worcestershire  
WR14 1WD

☎ 01684 564751

✉ [office@dysonperrins.co.uk](mailto:office@dysonperrins.co.uk)

➡ [www.dysonperrins.worcs.sch.uk](http://www.dysonperrins.worcs.sch.uk)

