**Exam Invigilators and Readers / Scribes Posts**

Larkmead School is seeking applications for the roles of Exams Invigilator / Reader / Scribe to join our busy team. Successful candidates will need to be observant, have good attention to detail, and work well in the team. Flexibility, patience and a polite manner are a must for the post holders.

The role will more specifically involve working as part of a team to set up exam rooms and closely follow strict rules and regulations, whilst supporting the students. We are seeking both invigilators and readers & scribes to work on a one to one basis with students. Applicants are welcome to apply for one, or both of the roles. All exams team staff attend an annual 2-hour training course, prior to the summer exam season.

We can offer a small or large selection of hours, depending on your availability. Many of our existing team members also have part time jobs or regular commitments.

The hours available are throughout the school week, from 8.20am to 4pm, depending on your availability. Invigilation, reading and scribing at Larkmead is paid at the casual claim rate of £10.57 per hour (Inc. holiday pay).

To apply for this position, please complete the online application form on the vacancies page of our website [https://www.larkmead-school.com](https://www.larkmead-school.com/page/?title=Staff+Vacancies&pid=51)

**The closing date for applications is 9.00am Monday 8th November**

CV’s will not be accepted in substitution for completed application forms.

If you have any questions regarding the vacancy or completion of this form, please email head.4125@larkmead.vale-academy.org

Once shortlisting has taken place, it is anticipated that shortlisted candidates will be called for interview during the week commencing 15th November 2021.

**Larkmead School is a member of the Vale Academy Trust. The Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.**

All staff will be expected to promote fundamental British values as part of a school that values diversity and individuality, exemplified in our values of ‘one community, individual minds, creating futures.’