



## **Advert**

### **Exam Support Staff needed for Students with Exam Access Arrangements**

Scale 1 Point 2

Salary £16.85 including holiday pay per hour

**Casual Contract on timesheet basis  
(KS4 Examinations throughout the year)**

We require a pool of examination SEN support for our students with exam access arrangements including readers, scribes and prompters to join our team. This team will help support our vulnerable students to achieve their full potential. We are looking for willing, cheerful and hardworking candidates who would take pride in their work and in turn would be a valued member of staff. Experience in exam invigilation/working with secondary school aged children is useful, but not essential as training would be provided.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. We require the successful candidate to undertake an enhanced criminal records check via the Disclosure and Barring Service.

We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, age or sexual orientation.

References from 2 previous employers will be sought prior to interview.

**If you would like to become a member of our thriving and successful community, please apply via 'Mynewterm' which can be accessed [here](#) by the deadline of Thursday, 6th November 2025, midday. Interviews will take place week beginning 10th November 2025.**

If you wish to have an informal discussion about the post before applying please feel free to contact Mrs A Robinson by emailing [arobinson1@reddencourtcloud.co.uk](mailto:arobinson1@reddencourtcloud.co.uk)

We reserve the right to close this vacancy early if we receive sufficient suitable applications for the role. If you are interested in the role, please submit your application as early as possible.



## **Job Profile**

**Job Title:** SEN Exam Support  
**Pay Scale:** Scale 1, Point 2  
**Responsible to:** Exams Officer  
**Job Purpose:** To support SEN students and the school's existing staffing levels during the examination periods

### **Main duties and responsibilities:**

- Support SEN students as per their access arrangements.
- Liaise with SENCO or appointed person to understand level of support needed
- Understanding literature relating to supporting students
- Ensuring that the room meets requirements (e.g., clock clearly visible to all)
- Getting candidates into the exam hall in an appropriate manner.
- Ensuring that candidates have correct papers.
- Ensuring correct identification of all candidates.
- Dealing with extra candidates not on the register.
- Ensuring candidates are aware they are under exam conditions, (e.g., retrieving mobile phones).
- Reading erratum notices.
- Notifying candidates of the start of the exam.
- Recording start and finishing times of exams.
- Organising and distributing papers and any other authorised materials to candidates.
- Ensuring the attendance register is completed.
- Ensuring late candidates are briefed, seated and allowed to partake in the exam with minimum fuss.



- Supervising candidates in a quiet and unobtrusive manner.
- Responding to candidates' queries in accordance with exam regulations.
- Supervising 'clash' candidates between exams.
- Distributing additional paper/equipment as required.
- Ensuring that efficient timekeeping is maintained.
- Notifying candidates that the exam has finished.
- Ensuring exam conditions are maintained until candidates are dismissed from the room.
- Collecting scripts in attendance register order.
- Checking that nothing has been left at the desk and no graffiti has been made during the exam.
- Ensuring that scripts are never left unattended and are safely delivered to the Exams Officer.

**Personal qualities:**

- Accuracy and attention to detail.
- Flexible approach to work.
- Ability to communicate with candidates and staff clearly and accurately.
- Ability to work to predetermined instructions.
- Ability to work as part of a team or alone as necessary.
- Reliability and punctuality
- Ability to keep calm under pressure or during unexpected circumstances.
- Common sense and initiative.
- Ability to judge when a decision is not theirs to make.



- Effective oral and written communication skills.
- Ability to be firm but fair at all times.

### **Other Professional Responsibilities**

- To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.
- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.

### **Notes:**

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the post holder after one year and may then be reviewed from time-to-time.

**Signed:** .....

**Date:** .....

Redden Court School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.