



Scribe for Examinations Role

January 2027 - June 2027. [Specific dates to be discussed at interview]

£ 13.70 per hour

Longridge High school is looking to appoint an enthusiastic, organised and efficient examination scribe to join our supportive and friendly team.

We are looking for outstanding individuals who must be a confident and clear writer and communicator in order to transcribe the pupils GCSE examinations accurately, efficiently and effectively adhering to all JCQ guidelines at all times.

They must also be able to:

- Support the efficient delivery of exams to candidates, ensuring that relevant procedures and guidelines are adhered to at all times.
- Be flexible in their approach to working hours and arrangements.
- Demonstrate strong communication skills and be able to work under pressure.
- Demonstrate initiative, strong attention to detail and sound administrative skills.
- Be able to work as a team.
- Be accurate in both verbal and written communication.
- Must be a confident writer and communicator in order to transcribe the pupils GCSE examinations accurately, efficiently and effectively adhering to all JCQ guidelines at all times.

These are flexible hours to suit the candidate and the needs of the business.

Likely hours will range between 8.00am until 3:30pm, Monday – Friday.

The core focus of this role is to work with the Exams Officer to effectively deliver the internal Mock examinations and GCSE examinations.

The successful candidate will not need experience, although a positive, enthusiastic attitude is desirable.

The successful candidate will be able to work to strict deadlines, follow structured processes and procedures and possess good organisation and communication skills.

The ideal candidate would be a team player, motivated and enthusiastic.

Please apply:

- On-line at www.lhs.lancs.sch.uk





Longridge
High School

Excellence & ambition from all, for all

- E-mail the school on exams@lhs.lancs.sch.uk

Closing date: 30th November 2026

Shortlisting: 3rd December 2026

Interviews: 7th December 2026

This post is subject to an enhanced disclosure with the Disclosure and Barring Service. Longridge High School is committed to ensuring the safety of all its children and young people.