**Invigilator**

**(Hourly paid, casual basis)**

**We are seeking flexible and committed individuals to join our team of examination invigilators.**

As invigilator, your role will be to provide support to the examination process, ensuring the fair and proper conduct of examinations whilst enabling students to perform at their best.

Duties will include collecting papers and setting out rooms beforehand, giving out instructions and supervising during examinations and collecting and collating papers at the end. At times you may be asked to act as a reader, scribe or prompt, to supervise students with examination clashes or to assist with other examinations administration.

Good communication and organisational skills are important, along with an ability to be accurate and attentive to detail. You must be able to develop a sound understanding of examination rules and regulations set by the Joint Council for Qualifications (JCQ) (<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>) and have the confidence to enforce these. However, it is equally important that you are able to empathise with students and deal with their concerns sensitively, in what is a stressful and important time for them. The ability to deal calmly and professionally with unexpected or emergency situations is key.

The invigilation and examination team is led by the Examinations Officer, Kieren Moore, and supported by the Examinations Assistant, Daniel Pledger. Full training will be given, so previous experience of invigilation is not essential, but you will need to have worked in an education environment or with young people previously.

The main summer examination period runs from mid-May to the end of June with working times normally falling between 8.30am to 5.00pm weekdays. We also hold some external examinations throughout the year with significant examination series in November and January. Invigilation demands vary from day to day according to the examinations timetable and we have a bank of invigilators to call on so there is no expectation that you are needed to work all day every day during the examination period.

Please note that additional casual work may be available to the successful candidate as a Cover Supervisor (providing supervision of classes to cover absence of teaching staff), subject to relevant experience. Further details regarding this position can be provided at interview.

For further information, please see the following separate documents: Job Description and Person Specification.

**Additional Information**

**Rate of Pay**

The successful candidate will be appointed to point 15 of the College’s support staff pay spine, which is paid at **£9.38 per hour**, including payment for pro-rata holiday entitlement (based on a full-time, full-year salary of £16,002 p.a.).

**Main Terms & Conditions**

If successful, you will be put on the College’s approved list for Invigilators as soon as you are available and once relevant recruitment checks have been completed. The next examination period commences Monday 14th May 2018, however there will be an expectation to attend the relevant training & inductions prior to this start date.

Employment is on a casual basis, which means that there is no obligation on the College to offer you work and no obligation on you to accept work, though there is the expectation that staff on the invigilators’ list will have a high level of availability during the main examination period.

Due to the variable nature of the working times, payment will be paid on a timesheet basis and is made by credit transfer in arrears on last business bank day of the month. You are eligible to be a member of the Local Government Pension Scheme.

The hourly rate includes a payment for pro-rata entitlement to annual leave and public holidays. Holidays must be taken outside of term-time.

The information above is provided as an overview, for information only. Full details of actual terms and conditions will be supplied with the letter of appointment.

**Safeguarding**

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To meet our safeguarding obligations:

* Applicants are required to submit a completed Declaration Form with their application
* Referees are asked if they are aware of any child protection allegations or issues
* All appointments are subject to verification of qualifications, medical clearance, satisfactory DBS Disclosure (Enhanced) and satisfactory written references.
* Applicants who have worked abroad or lived abroad will also be required to provide a Certificate of Good Conduct for the Country they have resided in.

**Application Procedure**

Please complete and return the application online via TES jobs (<https://www.tes.com/jobs/>). If you are unable to access the online application or would prefer to fill out the application form by hand, please telephone 01723 365032, and an application pack will be sent to you.

**Closing Date: Midnight, Monday 26th March 2018.**

Please ensure you use the Supporting Information Section of the Application Form to explain how your skills, experience and attributes make you suitable for the post. Please do not include a C.V.

**Interviews are provisionally arranged for Thursday 12th April 2018.**

If you have not heard within one month of the closing date, then please assume that you have not been successful on this occasion. For any queries, please contact Beth Jones on 01723 380726.