JOB DESCRIPTION

**POST TITLE:**  Variable Hours Invigilator

**GRADE:** £8.82 per hour plus £1.50 per hour holiday pay paid at the end of each term

**WORK ARRANGEMENTS:** As and when required

**DEPARTMENT:** Planning & Data Services

**RESPONSIBLE TO:**  Examinations Officer

**PURPOSE OF THE POST**

The post holder has responsibility for assisting with a range of internal/external examination invigilation. The range of possible duties and responsibilities are listed below. Occasional evening invigilation may be required.

# **DUTIES AND RESPONSIBILITIES**

1. Assisting with a range of general clerical duties in connection with exam invigilation.
2. Maintaining current knowledge and awareness of policy and procedures relevant to the examination boards.
3. Providing support and assistance to other invigilators.
4. Undertaking training as required by the College in order to accommodate flexibility within the administrative structure.

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

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| **Post:** | Variable Hours Invigilator | **Department:** | Planning & Data Services |

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| **Key Requirements:** | **Essential/****Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| GCSE English and Maths or equivalent  | **D** | **A** |
| **Experience:** |  |  |
| Working effectively as part of a team, and as an individual | **E** | **A** |
| Day-to-day experience with Microsoft Office (or equivalent) applications especially Access, Outlook Excel and Word | **E** | **A** |
| Experience of working in a changing business environment requiring a flexible and responsive approach | **E** | **A/I** |
| Following business processes and procedures | **E** | **A/I** |
| Agreeing, working to, meeting and managing deadlines | **E** | **A/I** |
| Experience of working in an examination environment or previous invigilator | **D** | **A/I** |
| Keeping up to date with relevant legal, government and other initiatives, developments and requirements. | **E** | **A/I** |
| Working effectively as part of a team, and as an individual | **E** | **A** |
| Day-to-day experience with Microsoft Office (or equivalent) applications especially Access, Outlook Excel and Word | **E** | **A** |
| Experience of working in a changing business environment requiring a flexible and responsive approach | **E** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Excellent interpersonal and communication skills | **E** | **A/I** |
| Effective organisation skills | **E** | **A/I** |
| Ability to solve problems and use initiative | **E** | **A/I** |
| Evidence of continued professional development | **D** | **A/I** |
| **Qualities:** |  |  |
| Ability to work in a team | **E** | **A/I** |
| A flexible and innovative approach to working | **E** | **A/I** |
| Willingness to travel between sites and work some evening/weekend sessions in line with the needs of the role | **E** | **A/I** |
| Reliable and punctual with excellent time keeping skills | **E** | **A/I** |
| Empathy and understanding towards exam pressures  | **E** | **I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | E | I |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | E | I |
| Have a valid full driving licence and vehicle with business insurance | E | A/I |
| Willingness to undertake travel in line with the needs of the role  | E | A/I |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | JG  | **Date Produced:** | September 2017 |