**Examination Invigilator**

**Casual Contract**

Bilborough 6th Form College provides exciting opportunities for the professional development of all staff in a high-achieving academic institution with a relaxed atmosphere and co-operative students.

The College expects the highest professional standards from staff including the meeting of all deadlines, the willingness for self-improvement and evaluation in line with the quality cycle. College managers should provide effective leadership to teams while assistant posts co-operate fully to ensure continued development of their areas.

The College recognises that the people who work for the College are the most valuable resource in meeting its strategic objectives and in delivering a quality service to students.

In order to maintain a high level of service and support for our students during the examination period we are seeking to increase our team of Examination Invigilators. During a typical exam period we expect to oversee more than 6,000 exams. Invigilation will primarily involve supervision of candidates for GCE and GCSE during May and June, although other invigilation /administration opportunities occur throughout the year.

The Examinations Department consists of:

* Administration Manager
* Invigilator Team

The role of Examination Invigilator is to assist with the conduct, supervision and administration of the College’s examinations, to ensure they are carried out in accordance with the JCQ and awarding body statutory rules.

Examination Invigilators are required to undertake various duties associated with supporting the Examinations Department including:

* Working with a team of invigilators in a large venue, with one or more Lead Invigilators supervising up to 280 candidates. Ratio of 1:30 candidates.
* Leading Invigilation for smaller groups of students with specific exam requirements.
* Leading Invigilation in a small room for students sitting a range of exams.
* Supporting Word Processing examinations in a dedicated computer room.
* Invigilating candidates on a 1:1 basis where individual supervision is required, possibly at very short notice, for example due to medical needs.
* Administration support within the department.

We are seeking adults who can offer a minimum of two hours per day and are available between 8am until 4:30pm up to 5 days per week. Examination sessions are separated into am and pm sessions and therefore we can timetable mornings or afternoons if required.

We aim to give everyone in the team the opportunity to gain practical experience and to develop their skills and knowledge in the role, however, as this is a casual contract days and hours will vary according to need.

The salary for this position is £8.44 per hour.

The closing date for applications is: **Friday 23rd March 2018**

Interviews for shortlisted applicants: **Wednesday 28th March**