

JOB PROFILE

Post: Exam Invigilators

Grade: £15.39 per hour – Lead Exam Invigilator (inclusive of holiday pay)

£14.23 per hour – Support Exam Invigilator – (inclusive of holiday pay)

Responsible to: Exams Officer / Business & Operations Director

Responsible for: n/a

JOB PURPOSE

To follow the instructions of the lead invigilator to ensure the security of the exam, prevent possible malpractice and ensure all candidates have an equal opportunity to demonstrate their abilities.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

- Arrive at the Examinations Office half an hour before the examination start time
- Distribution and collection of blocks as instructed by the Lead Invigilator
- Distribution and collection of papers as instructed by the Lead Invigilator
- Be aware of exam regulations and evacuation procedures
- Set out the correct question papers and stationery for each candidate as instructed by the Lead Invigilator
- Supervise candidates entering the examination room
- Collect any unauthorised equipment
- Notify the main office of absent candidates
- Invigilation during the examination session
- Report any breach of security to the Lead Invigilator (who will inform the Exams and Data Officer)
- Supervise the orderly exit of candidates.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required.
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal.
- Participate in the UTC's Performance Management / Appraisal process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the UTC and beyond.
- Represent the UTC at events as appropriate.
- Support and promote the UTC ethos.

Invigilator

PERSON SPECIFICATION	Essential / Desirable E/D
Education/Training/Qualifications <ul style="list-style-type: none"> GCSE Maths and English or equivalent 	E
Work Experience <ul style="list-style-type: none"> Experience working as an invigilator Experience of administrative systems Experience of communicating with people at all levels 	E D E
Interpersonal Skills <ul style="list-style-type: none"> Able to demonstrate good communication skills Able to demonstrate flexibility Demonstrate a clear understanding of issues in relation to safeguarding children and vulnerable adults. Able to demonstrate accuracy, organisation and attention to detail Demonstrate ability to use an innovative/positive/enthusiastic approach to work 	E E E E E
Other <ul style="list-style-type: none"> Available to work during May and June Willing to undertake the on-line training and attend the induction session. 	E E