
POST TITLE:	Part-time AAT Invigilator School of Professional and Leisure Industries
LOCATION:	Craven College, Skipton (Auction Mart Site)
RATE OF PAY:	£10.03 per hour (Invigilator Rate)
HOURS:	Temporary variable hours As arranged with the Head of School
RESPONSIBLE TO:	Head of School – Professional and Leisure Industries
SPECIAL CONDITIONS:	Pay claims for the actual hours worked are submitted on the last working day of the month, for payment on the last working day of the following month Invigilating is dependent on exam requirements Payment for invigilating hours only which includes all key duties and responsibilities outlined in the job description A full DBS Certificate via the Disclosure and Barring Service will be required
CLOSING DATE:	Friday 24 November 2017 - midday
INTERVIEW DATE:	TBC
POST NO:	S490

If you experience any difficulties in accessing any employment information or completing the College application form please contact Clare Baker, (Assistant Human Resources Manager) at cbaker@craven-college.ac.uk for assistance.

JOB SPECIFICATION

MAIN JOB PURPOSE

Responsible for confidential documentation and information relating to students and assessment records. Security of examination papers/scripts, equipment and stationery.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform. These may change in the future in line with the strategic direction and development of the College.

- To be responsible for certain examinations throughout the year e.g. AAT;
- To ensure the special examination requirements are implemented, for those students who have been assessed as needing these to be in place in order to undertake the exam;
- To assist in the management of the invigilation process, including visits to off-site centres if required;
- To collect examination papers and associated documents;
- To be responsible for delivery of examination packs to the examination room and collection of completed scripts to examiners, ensuring the correct procedures are followed at all times and security maintained;
- To assist with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures;
- To prepare the examination room ensuring examinations board(s) requirements are met;
- To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues;
- To undertake student identification and complete seating plans and Board documentation;
- To offer advice and guidance to unregistered candidates without allocated seats;
- To ensure that candidates do not talk once inside examination venues;
- To invigilate during examinations dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures;
- To alert the examination section immediately to any irregularities and complete a written report;
- To check attendance during examinations;
- To record details of late arrivals and early leavers and collecting scripts of early leavers;
- To escort candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues;
- To collect and collate scripts at the end of the examination in accordance with strict procedures;
- To assist with the preparation of script envelopes;
- To supervise candidates leaving examination venues, ensuring that candidates do not remove equipment, or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner;
- To undertake specific Awarding Body training events in order to keep up to date with changes in procedures and developments where applicable;

- To work safely adhering to the College's Health and Safety policy and procedures;
- Take care of yourself and other persons who may be affected by your acts or omissions at work;
- To work flexibly and effectively with the team;
- To participate in the College's Appraisal scheme and undergo further professional development in line with the needs of the College;
- Any other duties commensurate with grade and status as may reasonably be requested.

PERSON SPECIFICATION

To provide an efficient and effective invigilation support service to the School of Professional and Leisure Industries.

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Ability to interpret and apply procedural and guidance notes and instructions;
- Ability to assimilate and present full and accurate information in a clear and non-confrontational manner;
- Experience of planning, organising and prioritising work to meet pre-determined deadlines;
- Excellent organisational and interpersonal skills;
- Ability to work accurately and with attention to detail;
- Ability to produce work to a consistently high standard under pressure;
- Experience of working on own initiative and as part of a team;
- Ability to deal with personal information in a confidential and sensitive manner;
- Willingness and ability to work flexibly to meet the needs of the College;
- Willingness to undertake a level 2 qualification in Numeracy and Literacy.

DESIRABLE REQUIREMENTS

- Experience of working with people at a variety of levels;
- Experience of working in an educational environment;
- Knowledge of Examination Boards procedures and quality standards.