

JOB DESCRIPTION

POST TITLE:	Variable Hours Invigilator
GRADE:	£8.91 per hour plus £1.52 holiday pay
WORK ARRANGEMENTS:	As and when required
DEPARTMENT:	Strategic Planning and Funding/Information Services
RESPONSIBLE TO:	Examinations and Success Manager

PURPOSE OF THE POST

To assist with the invigilation of a range of internal and external examinations.

This will be required throughout the year and include the summer exams period in May/June.

This role will likely require travel throughout England to invigilate exams in workplaces and external centres.

To work effectively with colleagues to achieve the College's mission and strategic priorities.

Occasional evening/weekend duty may be required.

DUTIES AND RESPONSIBILITIES

1. To work as part of the examinations team to assist in the smooth running of the college's external examinations, both paper-based and computer-based.
2. To ensure the appropriate preparation of the examination room, ensuring the relevant JCQ and/or awarding body notices are displayed, and the exam room adheres to relevant regulations.
3. To admit the candidates to the exam room in a controlled and appropriate manner, check ID, complete attendance lists, seating plans and other regulatory documentation.
4. To conduct examinations in accordance with JCQ, awarding body and College regulations and procedures, maintaining the security of examination materials at all times.
5. To administer online tests in line with appropriate regulations, preparation of IT equipment and ensuring smooth running of exams.
6. To ensure only items authorised for the exam are in the candidate's possession in the exam room, ensuring bags etc are secured safely away from the candidates.
7. To distribute question papers, answer booklets and associated materials at the beginning of exams, and during exams as required.
8. To ensure that any candidate additional support needs as directed by the exams team are in place, and support provided as necessary.
9. To ensure that any disturbances or breaches of regulations are dealt with appropriately and reported to the exams team.

10. To collect all scripts, question papers and other materials following the end of the examination, and ensuring all posters, clocks etc are removed and returned to the exams office.
11. To be aware of and observe of health and safety procedures and requirements in the event of an emergency, and ensuring candidates are supervised in accordance with all necessary regulations.
12. Build and maintain good working relations with all College staff providing outstanding customer service on behalf of the team.
13. To maintain your understanding of current awarding body and JCQ regulations, policies and procedures in relation to Exams and undertake regular training and updating of knowledge as required.
14. To undertake any other duties appropriate to the position as directed by the Exams Manager.
15. To comply with all aspects of the General Data Protection Regulation Act (GDPR) in your work, ensuring the security of learner information.

GENERAL

16. 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.
17. Promote a positive image of the College and the work that is carried out across its various services.
18. Comply with all legislative and regulatory requirements.
19. Apply the College's own Safeguarding Policy and practices and attend training as requested.
20. 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.
21. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
22. 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

Post:	Variable Hours Invigilator	Department:	Information Services
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Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
GCSE Maths and English Language grade C or above	E	A
Experience:		
Working effectively as part of a team, and as an individual	E	A
Day-to-day experience with IT Systems, Microsoft Office (or equivalent) applications especially Outlook, Excel and Word	E	A
Experience of working in a business administration environment, often requiring a flexible and responsive approach	E	A/I
Following business processes and procedures	E	A/I
Agree, working to, meeting and managing deadlines	E	A/I
Keeping up to date with relevant regulations, developments and requirements	E	A/I
Working in an examination environment, or as a previous invigilator	D	A/I
Working with young people or in an educational environment	D	A/I
Skills/Knowledge:		
Excellent interpersonal and communication skills	E	A/I
Effective organisation skills	E	A/I
Accuracy and attention to detail	E	A/I
Ability to solve problems and use initiative	E	A/I
Ability to work to pre-determined instructions	E	A/I
Qualities:		
Ability to work in a team or alone	E	A/I
A flexible and innovative approach to working	E	A/I
Willingness to travel to external locations 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
Must be prepared to undertake training appropriate to job role	E	A

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	JF	Date Produced:	March 2020
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