****

**Job Description:**

|  |  |
| --- | --- |
| **Post:** | **Invigilator** |
| **Salary Grade:** | £9.79 per hour |
| **Responsible to:** | Examinations Officer |

**Key Purpose:**

|  |  |
| --- | --- |
| **1** | To ensure the exams are run in accordance with the external regulations as laid down by the Joint Council and Exam Boards. |
| **2** | To welcome candidates and put them at ease. |

**Key Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **A** | Setting up the room for exam as per instructions |
| **B** | Check all candidate IDs |
| **C** | Ensure the correct question papers/answer books are distributed |
| **D** | Be aware of all clashes and extra time candidates |
| **E** | Ensure all candidates adhere to the exam regulations as laid out in the guidelines |
| **F** | To maintain security and confidentiality |
| **G** | To ensure no mobile phones/electronic equipment/watches are on their person and no other inappropriate items including any paperwork during the exam and all candidates are aware of the rules and pre exam start information |
| **H** | Ensure all candidates are under exam conditions when papers are distributed until collected and they have left the room |
| **I** | To record exam attendance |
| **J** | To ensure that invigilators do not help candidates in any way with the exam |
| **K** | To patrol and constantly be aware immediately of any queries from candidates |
| **L** | To ensure all scripts and question papers are collected in, counted and returned to the Exams Office |
| **M** | To attend invigilator training session and carry out online training relating to Prevent, Safeguarding, Equality and Diversity |
| **N** | To support the IT logging in and PC set up requirements for computer based exams |
| **O** | Any other duties reasonably expected appropriate to the post |

**Cross-College Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **1** | Participate in Performance Management and professional development activities as required |
| **2** | Value and promote diversity and equal opportunities |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults |
| **6** | Responsible for Student Success Rates, Retention and Achievement |
| **7** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **8** | Provide the best possible service to customers (both internal and external) in line with College standards |

*This job description is current as at the date shown below.*

*In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.*

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** |
| A | Working in education |  | X |
| B | Invigilation experience |  | X |
|  |  |  |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |
| C | An understanding of examination processes |  | X |
| D | Excellent oral/written communication | X |  |
| E | Numeracy | X |  |
| F | Computer literacy | X |  |
|  |  |  |  |
|  | **SKILLS & ATTRIBUTES** |  |  |
| G | Accuracy & attention to detail | X |  |
| H | Flexibility of working hours | X |  |
| I | Ability to work under pressure | X |  |
| J | Liaise and relate to teaching staff and students | X |  |