

Casual Exams Invigilator

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Examinations Invigilator
Scale	Business and Learning Support
Grade	£13.85 per hour
Responsible to	Examinations Manager
Location	Cross Campuses as required (Crystal Palace, Gunnersbury Park, Mottingham, Regents Park)
Contract	Casual

Key Responsibilities:

The key responsibility of the examination invigilator is to provide an effective invigilator service in order to ensure the best exam conditions possible for candidates and to prevent any breach of rules under which examinations are conducted. They will be responsible for implementing agreed procedures and ensuring the smooth running of examinations occurs. Examinations can be held on weekdays, evenings and Saturdays. This is a bank staff position therefore hours cannot be guaranteed

Responsibilities:

1. Invigilate computer based/on-line and written examinations in accordance with JCQ and Exam Board Regulations
2. To work under the direction of the Examinations Team, in conjunction with fellow invigilators, and ensure an alert and comprehensive supervision of candidates
3. Assist with setting up examination venues. This includes laying out stationery, equipment and examination papers in strict accordance with agreed procedures
4. Assist candidates prior to the start of examinations by directing them to their seats, advising them about possessions permitted in examination venues and ensuring that they follow agreed examination procedures
5. Invigilate examinations by unobtrusive patrolling the examination room, dealing with queries raised by candidates and dealing with examination irregularities in strict accordance with agreed procedures
6. Completing attendance registers, invigilation reports and seat plans accurately
7. To report immediately to the Examinations Team any instances of cheating or suspected cheating or any other improper behaviour
8. Escorting candidates from venues during the examinations as required. Supervising candidates whilst outside examination venues, for example, whilst in 'quarantine' due to examination timetable clashes
9. Collecting and collating scripts at the end of the examination in strict accordance with agreed procedures
10. Supervising 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
11. To undertake any necessary training and professional development as required

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period

Experience

- Previous Invigilation Experience
- Experience Working with young people

Skills, Abilities and Knowledge

- Excellent communication skills in order to communicate with students and staff at all levels
- Ability to work under pressure and to tight deadlines
- Ability to take direction and follow instructions
- Ability to work effectively in a team
- Ability to work under pressure and to tight deadlines

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required