

Job Description

Examinations Invigilator

25-26



Salary:	£12.65 per hour*
Contract Type:	Casual
Working Pattern:	Varied
Accountable to:	Examinations Officer

*The rate of pay above is enhanced by payment in lieu of leave entitlement at 12.07%. Therefore the actual rate of pay is higher than published.

Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list, and duties / specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development. This is not an exhaustive list and it is the practice of the college to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

Specific Responsibilities

- ▲ Assist the examinations team in the correct running and supervision of examinations, ensuring that examinations are carried out strictly in accordance with the guidelines set out by the Joint Council for Qualifications.
- ▲ Assist in the preparation of the examination room ensuring that it meets the requirements.
- ▲ Manage the assembly of candidates in the examination room/hall, in an orderly manner, ensuring candidates are seated appropriately.
- ▲ Ensure that all candidates are correctly identified and registered.
- ▲ Brief candidates to ensure that they are fully aware of exam conditions before the exam commences.
- ▲ Be responsible for opening papers and authorised materials and to distributing them to candidates, in accordance with the examination rules and regulations.
- ▲ Be responsible for, and have a working knowledge of, the use of electronic and computer equipment required for some exams and for administration such as email, and Microsoft packages.
- ▲ To notify candidates of exam start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in accordance with the examination rules and regulations.

- ▲ Attend to late or unregistered candidates quickly and efficiently with minimum fuss and disruption and in accordance with the examination rules and regulations.
- ▲ Supervise candidates in a quiet and unobtrusive manner.
- ▲ Respond to queries regarding insufficient or incorrect paperwork, in accordance with examination rules and regulations.
- ▲ Ensure that the students respect and correctly use the College's ICT assets and equipment.
- ▲ Contact the Examinations Officer in the event of candidates raising concerns in respect of an examination paper where a professional judgement may be required.
- ▲ Complete invigilation reports to notify the Examinations Officer of any disruptions that may occur.
- ▲ Supervise any candidates who may need to leave the room, in accordance with the exam regulations.
- ▲ Ensure that exam conditions are maintained until candidates are dismissed.
- ▲ Collect and collate examination scripts ensuring no documents are left unattended at any time and are promptly packaged and / or delivered to the Exams Officer.
- ▲ Ensure that the room and desks are left clear and in good order.
- ▲ Be aware of and adhere to applicable rules, regulations, legislation and procedures including examination regulations, national legislation and College policies.
- ▲ Maintain confidentiality of information acquired while undertaking duties for the College.

General responsibilities generic to all non-teaching staff

- ▲ Support in the provision of a high quality education for the students of the College.
- ▲ Support the enhancement and operation of the learning environment;
- ▲ Provide a high standard of support to staff and students within the department, wider College or as directed by the Principal;
- ▲ Support other support staff by covering their duties if they are absent from work;
- ▲ Support the maintenance of good administrative practices in the College;
- ▲ Support the process of College development planning;
- ▲ Comply with all College policies;
- ▲ Undertake appropriate training as and when required;
- ▲ Self-manage time to ensure all tasks are completed as directed by the line manager;
- ▲ Meet as required with the line manager to review work and determine priorities;
- ▲ Respond positively, at all times, to the needs of students, parents, colleagues and governors;
- ▲ Supervise a whole class in an emergency situation;
- ▲ Carry out any other duties as designated by the Principal or their representatives within capability as determined by the Disability Discrimination Act;
- ▲ Help create a strong college community, characterised by consistent, orderly, caring and respectful relationships;

- ▲ Help develop a culture and ethos that is utterly committed to achievement;
- ▲ Help to create and sustain a positive learning culture;
- ▲ Support the behaviour of students;
- ▲ Act as a role model for students particularly in dress, punctuality, behaviour, language and conduct.

Health and safety responsibilities generic to all staff

You will:

- ▲ Adhere to health and safety policies/procedures and current statutory health and safety requirements.
- ▲ Attend training as and when required for the purposes of safeguarding children and corporate safety.
- ▲ Ensure the College is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

The College is committed to safeguarding and to the promotion of the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure with barred list information.