JOB DESCRIPTION

POST TITLE	:	Part Time Hourly Paid Invigilator
DEPARTMENT OF	:	Central Services Unit
RESPONSIBLE TO	:	Head of Central Services Unit
SALARY	**:**	£14.51 per hour

GENERAL DUTIES OF THE POST OF PART TIME INVIGILATOR

1   To carry out check on the identity of candidates on their arrival.

2   To ensure no inappropriate items are brought into the examination room, such as mobile phones, mp3 player, revision notes or other paperwork unless told otherwise, in accordance with JCQ guidelines.

3   To ensure all candidates receive correct examination question papers and answer booklets.

4   To complete the attendance register and seating plan during the examination and inform the Exams Office of any absentees.

5   To supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty including being aware of any needs that candidates may have.

6   To ensure candidates obey the regulations of an examination room as laid out in the examination guidelines.

7   At the end of the examination, collect and collate all scripts in candidate number order and ensure that they are handed into the exam's office.

8   To maintain security and confidentiality at all times.

9   To administer on-line examinations in line with the awarding body's instructions.

10   To collect all unused stationery in the Examination room and return it to the Exams Office.

11   To ensure that the room is left in a tidy condition.

12   To attend Part Time Hourly Paid induction each year.

13   To ensure that safe working practices are followed at all times.

14   To promote and fully support the mission of the College.

15   Flexible approach to your working hours.

SPECIFIC RESPONSIBILITIES OF THE POST

To be completed on appointment

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disability
confident
EMPLOYER

PERSON SPECIFICATION

POST: **Part Time Hourly Paid Invigilator**

DIVISION: **Central Services Unit**

QUALIFICATIONS		Essential (E) Desirable (D)	To be identified by:
1	Level 2 qualification in Maths and English	E	Application form/ Interview
2	Relevant qualification in IT	E	Application form/ Interview

KNOWLEDGE			
1	Organisational skills and attention to details	E	Application form/ Interview
2	Ability to work on own independently without Supervision	E	Application form/ Interview
3	High level of confidentiality/security awareness	E	Application form/ Interview
4	Awareness of data protection issues	E	Application form/ Interview
5	Ability to co-operate and work as part of a team	E	Application form/ Interview
6	Ability to follow written procedures to carry out tasks	E	Application form/ Interview
7	High level of customer care awareness	E	Application form/ Interview
8	Awareness of Safeguarding Legislation	D	Application form/ Interview

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EXPERIENCE

I	Experience of Invigilation	D	Application Form/ Interview

PERSONAL

I	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and IT in the classroom	E	Interview
3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4	Enthusiasm for the role of further education in building futures and changing lives	E	Interview
5	Commitment to College's Single Equality Policy	E	Interview
6	Ability to travel as necessary to fulfil the duties of the post	E	Interview

STANDARD COLLEGE REQUIREMENTS

I	Good teamworking skills and commitment to teamworking	E	Interview
2	The College is committed to safeguarding expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.

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