



## JOB DESCRIPTION

**Post:** Invigilator

**Responsible To:** Examinations Officer / Team Leader/College Services Manager

**Summary of Post:** Responsible for maintaining the security of examination papers and overseeing examination invigilation conforming to the College and JCQ / Awarding Body guidelines and regulations

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### Specific Duties:

1. To check that correct examination papers are held for the examination being invigilated.
2. To check and verify students' identity at the examination room.
3. To invigilate the examination in accordance with the College and JCQ / Awarding Body guidelines and regulations.
4. To ensure that all question papers and answer sheets are returned by candidates in order that they can be handed in to Support Services at the end of the examination.
5. To invigilate online tests in accordance with the College and JCQ / Awarding Body guidelines and regulations.
6. To invigilate off site at other locations when necessary.
7. To maintain a communication with the Support Services Office.
8. To act as a reader, scribe or prompter to students in examination conditions
9. To work as part of a team of invigilators when invigilating larger examinations.
10. To work in accordance with college and legislative equality and diversity requirements



### **General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

### **Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
<b>Skills</b>				
1.	Good IT Skills.	✓		4
2.	Excellent interpersonal skills.		✓	4
3.	Good organisational skills.	✓	✓	4
4.	Able to work flexible hours (some evening work required).		✓	4
5.	Ability and experience of maintaining confidentiality and security.		✓	4
6.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
<b>Experience</b>				
1.	Previous experience of working with the public / students.	✓	✓	4
2.	Prior administration/ office experience	✓	✓	4
<b>Education</b>				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C/4 or above).	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C/4 or above).	✓		4



### Advice to candidates

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.