

City and Islington College  
Job Description and Person Specification

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<b>Post:</b>	Exam Invigilators
<b>Contract:</b>	Temporary
<b>Hours:</b>	As required
<b>Reporting to:</b>	Examinations Manager
<b>Pay rate:</b>	£12.23 per hour (holiday excluded)

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### Key Purpose

Working under the guidance of the Head of Centre, Examinations Officer and Examinations Management. In this role you will be required to supervise internal and external examinations. Duties include the secure distribution and collection of exam materials, providing, keeping a record of and supervising an appropriate environment for students to take their examinations and ensuring that all exam board regulations are enforced during the examinations. Full training will be given to any successful applicants.

Successful candidates will have good communication skills, be well organised, reliable and ideally have some experience of working with young people in either the workplace or in a voluntary capacity.

### Main Duties and Responsibilities

- To invigilate examinations according to externally and internally set rules and standards
- To work as part of a dedicated invigilation team including, not exclusively, the following duties:
- Attend invigilation bookings in a timely manner
- Attend compulsory initial and update invigilation training
- Be familiar with the current JCQ Instructions for Conducting Examinations document and any Group or other Awarding Body invigilation policies and procedures
- To maintain the security of examination materials and student scripts at all times
- Ensure examination accommodation has been set up correctly and ensure any issues are reported / resolved promptly
- Ensure examination accommodation and candidate desks are compliant and fit for purpose
- Ensure examinations are started and finished in a calm and timely manner
- To deal with candidates inside and outside the examination rooms in a courteous and professional manner

- To monitor candidates and examination room conditions, reporting any unusual events such as potential malpractices or disturbances
- To apply regulations consistently and to seek appropriate advice when unsure
- Ensure all registers are completed accurately and the examination materials collected match the register
- To assist the Examinations Officers in checking and collating completed examination scripts
- To report any unusual occurrences in a timely and professional manner
- To undertake clerical or other supervisory duties relating to the administration of examinations as required by the Examinations Department
- To maintain confidentiality at all times
- To be proactive in identifying areas for improvement and efficiencies within the College's examinations processes
- To identify and actively pursue personal development opportunities

### **Expectations of the Post Holder**

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties as may reasonably be allocated by the line manager.

### **Special Conditions**

- The nature of this post means that the post holder may need to travel to other College centres and external venues.
- The post holder will be contracted to work according to demand.
- This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. The scope of this job description is current at the date of issue; it is not intended to be a fully inclusive or exhaustive list. As and when the work of the Group develops or changes so the areas of responsibility and duties may be subject to change and the job description will be reviewed. Such changes will be made in consultation with the post holder in the first instance.

**All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

**Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.**



**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## **EDI**

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

## **Safeguarding**

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

## Person Specification

	Criteria	Essential	Desirable
<b>Qualifications / Professional Development</b>	Qualified to Level 2 (at least) in a relevant subject area.	X	
	Qualified to Level 2 in English and Maths or willingness to achieve within a specified period.	X	
	Evidence of ongoing professional development.	X	
<b>Knowledge / Experience</b>	Experience of working in examinations in a large examinations in an FE / educational environment		X
	Experience of working with members of the public in a service situation		X
<b>Skills / Abilities</b>	Excellent customer care skills, especially in a pressurised environment	X	
	Excellent organisational skills and time keeping	X	
	Excellent organisational skills and time keeping	X	
	Excellent verbal and written communication skills.	X	
	Ability to develop positive working relationships with colleagues at all levels.	X	

*Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.*