Job Description

JOB TITLE:	Exams Invigilator
HOURS:	Sessional
REPORTS TO:	Group Exams Manager
CAMPUS:	All Campuses
JOB PURPOSE:	To provide examination services including, but not limited to, organising, invigilating and completion of external awarding body examinations across the colleges group.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:

1. Setting up, starting and closing of examinations. Examination Officers normally attend the start of the exam but hand responsibility to the invigilator once they have started.

2. Liaise with the Examinations Officer responsible in good time prior to the start of the examination on all matters relating to the examination.

3. Prior to the examination, invigilators are responsible for acquainting themselves with any candidates who have special requirements or special conditions relating to the examination or venue.

4. Ensure the accurate completion of all attendance lists / seating plans.

5. Keep up to date with and apply the necessary JCQ / appropriate awarding body rules for conduct of external examinations and/or college procedures.

6. Ensure that the conduct within the examination is in accordance with the awarding body rules and procedures / college procedures.

7. At the end of the exam ensure that all papers, scripts and materials are collected and checked against the attendance lists and safely returned to the Exams Office and passed to an established member of examinations staff.

8. At the end of the exam ensure that all examination equipment is removed from the Examinations room and returned to the Exams Office.

9. In the event of an emergency act as co-ordinator between college staff and students being examined until an Examinations Officer or authorised Manager can take control.

10. Act as a reader or scribe in examinations for students with access arrangements. Additional training will be required for these roles.

11. Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.

12. Be responsible for safeguarding and promoting the welfare of students.

13. Maintain student morale and discipline within the college site.

14. Through CPD ensure you keep up to date with relevant industry and academic development.

15. Conduct yourself whilst undertaking college duties within the parameters of the Group's values.

16. Any other duties commensurate with the level of responsibility within the Group.

Note

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found here.

WINDSOR FOREST COLLEGES GROUP

PERSON SPECIFICATION

Examinations Invigilator

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Level 2 Qualification – English (Grades A*–C / 9–4 (or equivalent Level 2 qualifications).	X		AF
Level 2 Qualification – Maths Grades A*–C / 9–4 (or equivalent Level 2 qualifications).	X		AF
EXPERIENCE			
Experience of working in the FE or educational sector.	X		AF
SKILLS, KNOWLEDGE AND ABILITES			
Demonstrable clerical / administrative skills.	X		AF
Strong IT and computer skills, including confident command of the Microsoft Office suite (Word, Excel, and Outlook) for data handling and reporting.	X		AF / T
Proven organisational skills and the ability to work under pressure and meet deadlines.	X		IV
Knowledge of examination awarding body rules and regulations.	X		IV
Flexible approach to working practices including the ability to work effectively as a member a team member.	X		IV
Ability to communicate clearly, concisely and persuasively both orally and in writing. Handling sensitive enquiries and challenging conversations with staff and students with authority and composure.	X		IV
Able to supervise an Examination – i.e. demonstrable ability to control exam environment through confident and authoritative approach.	X		IV
Prepared to work evenings.		X	AF
Willing and able to travel to any college site.		X	AF
Strict commitment to maintaining confidentiality and complying with UK data protection legislation, including the Data Protection Act 2018 and UK GDPR.	X		AF / IV

KEY:

- Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview
- All the elements marked IV will be assessed at interview.
- All the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test/Presentation