

Examinations Invigilator



Cheshire College
South & West

Job Description

Area	: Information & Planning
Salary	: £11.44 per hour
Hours of Work (Full-time/Part-time)	: Part-Time, Casual
Line Manager	: Examinations Officer
Responsibility for	: Undertake examination invigilation as required for external and internal assessments and exams. : Ensure the security of all confidential examination materials and follow the requirements of JCQ and all awarding bodies.

Main Purpose of Job:

To provide an excellent service in order to ensure that the provision and services it provides:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will be a member of the Examinations Team.

Key Duties and Responsibilities:

- (1) Assist with the checking, preparation and set up of exam rooms, prior to the arrival of learners
- (2) Take responsibility for the running and invigilation of specific examinations as determined by the Examinations manager.
- (3) Check the identity of candidates, complete attendance registers and distribute exam papers.
- (4) Supervise candidates in the examination room, minimise disruptions and distractions and maintain examination conditions through-out the examination time
- (5) Assist candidates, as required, with additional supplies of paperwork or stationery
- (6) Monitor the efficient timing of the exams.
- (7) Challenge student behaviour where it is not in line with examination requirements.
- (8) Collect, check in and maintain the integrity of examination papers at the end of the exam.

- (9) Ensure knowledge of current JCQ invigilation requirements are up to date, attend updating training as directed.
- (10) Provide an efficient and supportive service in responding to staff and learner enquiries in relation to exams.

Generic Duties and Responsibilities:

- (1) Promote a culture of innovation, excellence and equality.
- (2) Reflect the vision, mission and values of the College.
- (3) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (4) To actively contribute to the risk management of the College.
- (5) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (6) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (7) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (8) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



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Person Specification

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

	Assessment Method				
	Application Form	Interview	Psychometric Testing	Qualification	References
Education and Qualifications					
<u>Essential</u>					
<ul style="list-style-type: none"> GCSE Grade C (4/5) or above in English and Maths (<i>or equivalent</i>) 	✓			✓	
Skills and Experience					
<u>Essential</u>					
<ul style="list-style-type: none"> Previous office/administrative experience 	✓	✓			
<ul style="list-style-type: none"> Excellent organisational skills, ability to prioritise and work effectively under pressure 	✓	✓			✓
<ul style="list-style-type: none"> Excellent time management 	✓	✓			
<ul style="list-style-type: none"> Excellent communication skills 	✓	✓			
<ul style="list-style-type: none"> Accuracy and attention to detail 					
<u>Desirable</u>					
<ul style="list-style-type: none"> Experience of Invigilating exams 	✓	✓			
<ul style="list-style-type: none"> Excellent digital literacy skills 	✓	✓			✓
<ul style="list-style-type: none"> Experience of working and communicating effectively with young people 	✓	✓			✓
<ul style="list-style-type: none"> Customer service experience 	✓	✓			
<ul style="list-style-type: none"> Experience of working in an educational establishment 	✓	✓			
<ul style="list-style-type: none"> Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community 	✓	✓			
<ul style="list-style-type: none"> Commitment to on-going professional development for self and others 	✓	✓			✓

Other Requirements for Employment
<u>Essential</u>
<ul style="list-style-type: none">• Enhanced DBS check

Updated December 2023