

Post:	Invigilator (Casual)
Place of Work:	The role is based at either Dartford and Gravesend or Hadlow and Tonbridge, but the nature of the work will require travel to any of the College sites as required.
Hours of Work:	As and when required – No guaranteed hours, zero-hour contract.
Responsible to:	Exams, Timetabling & Concessions Coordinator / MIS Coordinator / Head of MIS & Admissions
Salary:	£12.52 per hour
Role:	To assist in providing invigilation support for examinations in the College.

Specific responsibilities:

- Laying out the exam room to meet current JCQ requirements.
- Getting candidates into the exam room in an appropriate manner.
- Ensuring correct identification of all candidates.
- Ensuring candidates have correct papers/correct on line test.
- Dealing with extra candidates not on the register.
- Reading out invigilators announcement at beginning of exam – ensuring candidates are aware they are under exam conditions, reminder re mobile phones, etc.
- Reading erratum notices.
- Notifying candidates of start of exam/finish of exam.
- Recording start and finish time of exam.
- Opening and distributing papers and any other authorised material to candidates.
- Dealing with queries regarding insufficient papers, etc.
- Ensuring the attendance register is complete.
- Supervising candidates in quiet and unobtrusive manner.
- Collecting papers at the end of exam.
- Checking exam room to ensure all materials are collected after the exam.
- Any other duties as required by your line manager or senior line manager, i.e. supervising a “clash” candidate, etc.
- Reading and/or scribing for candidates.
- Administering online exams for various awarding bodies.
- Contacting Exams and Data Co-ordinator with any queries.
- To meet College IT standards specific for the role.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY <i>(Application, Task, Interview)</i>
(1) Knowledge to include:			
Knowledge or understanding of examination procedures		√	Application / Interview
(2) Experience to include:			
Experience of working in a secondary school or FE College establishment, or with young people		√	Application / Interview
Experience of examination invigilation		√	Application / Interview
(3) Technical Skills/Abilities to include:			
Ability to handle a large group of students	√		Interview
Ability to relate to and reassure candidates yet maintain authoritative	√		Interview
Ability to keep calm under pressure	√		Interview
Attention to detail and accuracy	√		Application / Interview
Ability to meet deadlines and keep to schedules	√		Interview
Ability to work as part of a team or alone as necessary	√		Interview
Good verbal and written communications	√		Interview
Punctual, reliable and flexible	√		Application / Interview
Proactive approach	√		Interview
Computer literate	√		Application / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____