**JOB DESCRIPTION**

**Post:** **Supply Invigilator**

**Responsible To: Examinations Officer / Team Leader**

**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**

# 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 Appraisal 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 College policies and guidelines in respect to health & safety
4. To demonstrate positive personal and professional behaviour as specified College Code of Conduct.
5. To undertake continual CPD to support the College culture of continuous improvement.
6. To partake in Performance Standards scheme and 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 by College management.
10. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills |
| 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 |
| Experience |
| 1. | Previous experience of working with the public / students. | ✓ | ✓ | 4 |
| 2. | Prior administration/ office experience | ✓ | ✓ | 4 |
| Education |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C or above). | ✓ |  | 4 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C 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 essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.