



## **JOB DESCRIPTION**

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| <b><u>Post Title:</u></b>     | Examination Invigilator  |
| <b><u>Purpose:</u></b>        | <p>To be responsible for maintaining the security of the question papers at all times, to ensure the examination is conducted in accordance with examination board regulations and to enable students to fully express their knowledge in an exam setting.</p> <p>To support the Head Invigilators with the day-to-day operation of examination venues.</p> <p>To assist Examinations Office staff with other examination processes.</p> |
| <b><u>Responsible to:</u></b> | The Principal through the Assistant Principal: Finance and Resources; Director of College Services and Administration; Head Invigilator and the Examinations Office Staff  |
| <b><u>Liaising with:</u></b>  | Relevant staff with cross college responsibilities, Academic staff, Premises staff and students  |

### **Main Duties and Responsibilities**

- To assist with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
- To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- To offer advice and guidance to unregistered candidates without allocated seats.
- To ensure that candidates do not talk once inside examination venues.
- To invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
- To check attendance during examinations.
- To record details of late arrivals and early leavers and collecting scripts from early leavers.
- To escort candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
- To collect and collating scripts at the end of the examination in accordance with strict procedures.
- To assist with the preparation of script envelopes.
- To supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.
- To help ensure that the conduct of the exam takes place within the guidelines set down by JCQ (relevant documents will be supplied).
- To be vigilant, whilst not disrupting the candidates.
- To be empathetic to the needs of candidates.
- To respond efficiently and appropriately to any incidences that may arise.
- To refer to the Examination Officer if it is suspected that malpractice is taking place.

- To assist with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate.
- To deliver scripts to departmental and School offices.

### Staffing

#### Staff Development

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

#### Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

### Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

### Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

### Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

### Management of Resources

- To contribute to the maintenance of an attractive working environment in the college office.

### Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To wear the corporate clothing provided by the College as appropriate.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION: EXAMINATION INVIGILATOR

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

|   | Essential | Desirable | Method of Assessment   |
|---|-----------|-----------|------------------------|
| <b>Experience</b>   |           |           |                        |
| Experience of working or studying in a higher education environment   |           | ✓         | Application, Interview |
| <b>Skills and Knowledge</b>   |           |           |                        |
| An understanding of examination processes   |           | ✓         | Application, Interview |
| Effective oral/written communication skills   | ✓         |           | Application, Interview |
| High level of numeracy skills   | ✓         |           | Application, Interview |
| High level of accuracy and attention to detail  | ✓         |           | Application, Interview |
| A flexible approach to work   | ✓         |           | Interview              |
| The ability to relate to academic staff and students  | ✓         |           | Interview              |
| The ability to work under pressure and to tight deadlines   | ✓         |           | Interview              |
| The ability to problem solve and use your own initiative  | ✓         |           | Interview              |
| Confidence in taking on responsibility  | ✓         |           | Interview              |
| Good team worker  | ✓         |           | Application, Interview |
| Ability to empathise with 16-19 year olds within a college situation  | ✓         |           | Interview              |
| High level of literacy/communication skills   | ✓         |           | Application, Interview |
| Ability to adapt quickly to new environments/technologies   |           | ✓         | Interview              |
| Evidence of commitment to Continuous Professional Development   | ✓         |           | Application, Interview |
| <b>Qualifications</b>   |           |           |                        |
| Educated to GCSE level Maths and English or equivalent  |           | ✓         | Application, Interview |
| <b>Attitude and Impact</b>  |           |           |                        |
| Positive and Enthusiastic   | ✓         |           | Interview              |
| Smart in appearance and manner  | ✓         |           | Interview              |
| Flexibility and a readiness to undertake a wide range of tasks  | ✓         |           | Interview              |
| Ability to work outside normal office hours on occasions  | ✓         |           | Interview              |
| In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others                   | ✓         |           | Interview              |
| <b>Personal</b>   |           |           |                        |
| Enhanced DBS Clearance *  | ✓         |           | Pre-employment check   |
| Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK)   | ✓         |           | Application, Interview |
| The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. |           |           |                        |
| * to follow an initial offer of employment  |           |           |                        |

## **SALARY AND CONDITIONS OF SERVICE**

Hours Required: Examinations will take place during periods from January until June each year and length of sessions can vary, although you will always need to be available for the beginning of each session and for its duration. We are looking for people who can commit to at least four sessions per week, but the sessions can vary week on week.

Morning sessions: 8.30am – 12.00pm  
Afternoon sessions: 12.30 pm – 4.00pm

It may be necessary to work out of these normal working hours.

Salary: £8.59 per hour.

Along with your application form please include a cover letter indicating why you are applying for this role.

If you would like to discuss the post informally by phone contact Julie Cox from the HR Department on 0161 226 5156.

### **Rehabilitation of Offenders Act 1974**

The nature of this post means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act. If you are appointed to the post, failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified.

You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.