

SUTTON COLLEGE JOB DESCRIPTION

Role Title:	Exams Invigilator		
Directorate:	Public Health & Wellbeing	Grade:	Grade 3 SCP 7 Fixed £18.08ph
Post number:		Hours/weeks:	Casual Worker
Team:	MIS & Exams	Base/location:	Sutton College
Reports to:	Exam Lead		
Responsible for:	Exam papers		
Staff Management	NA		

Role and Context

Overall Role Purpose:

To provide support to the examination process ensuring that all regulatory requirements for the conduct of examinations are strictly adhered to and met at all times.

Strategy

N/A

Implementation

Main Duties & Accountabilities

The post holder will

1. To support the exams team with the day-to-day operation of examination venues; assisting with setting-up venues by laying out stationery, equipment and examination papers in accordance with strict procedures and assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted.
2. To offer advice and guidance to unregistered candidates without allocated seats.
3. To invigilate during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures and ensuring that candidates do not talk once inside venues.
4. To check attendance during examinations; recording details of late arrivals and early leavers and collecting scripts from early leavers.
5. To supervise / escort 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 and supervising candidates whilst outside examination venues.
6. To collect and collate scripts at the end of the examination in accordance with strict procedures.
7. To be responsible for creating an inclusive, non-discriminatory learning environment in line with the College's Equality policy.

College Accountabilities *All staff	<ul style="list-style-type: none"> • To be responsible for Health & Safety issues in all areas of own work within the guidelines stated in the College Health & Safety policy. • To take responsibility for own professional development in consultation with Line Manager, and be proactive and willing to invest in own development subject to the availability of appropriate resources and job/organisational requirements. • To participate in the College continuous review (appraisal) scheme and work towards achievement and/or exceeding of targets set - including carrying out the formal appraisal of subordinate staff where appropriate. • To carry out all duties and responsibilities in accordance with all College Policies and procedures inclusive of Equal Opportunities, Safeguarding and Data Protection, core values, behaviours, maintenance of confidentiality and other relevant procedures. • To be a proactive and effective team member working flexibly and efficiently toward the achievements of the department targets leading to the overall College strategic targets. • To undertake any other such comparable duties as may be reasonably required by the Line Manager or his/her delegated deputy. • Support the improvement , growth and sustainability of the College.
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Person Specification		A - I - T
Qualifications & Experience	<i>Method of candidate assessment:</i> A = Application form I = Interview T = Test	
Mandatory qualifications:	A. Level 2 (GCSE or equivalent) qualifications in English & Mathematics or willingness to obtain within the first 18 months of employment.	A
Desirable Qualifications	B. Exam Invigilator Certificate	A
Professional Experience	C. Experience of working in a post-16 educational organisation D. Experience of providing front of house and/or customer facing services effectively E. Working knowledge of examination processes	A/I A/I/ T A/I/ T

Person Specification		A - I - T
Knowledge, Skill & Competencies	<i>Method of candidate assessment:</i> A = Application form I = Interview T = Test	

Knowledge, Skill & Competencies	F. The ability to communicate effectively with a wide range of audiences. G. Understanding of administrative processes/enrolment requirements in a relevant provision. H. Strong organisational skills with an ability to manage a varied workload and meet deadlines. I. Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office, Google Drive and management information systems. J. Accuracy and attention to detail ensure confidentiality at all times K. Excellent communication skills including the ability to give and receive information/advice effectively to a wide range of audiences.	A/I/ /T A/I/ T A/I/ T I/T A/I/ T
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Person Specification		
Personal attributes – All college staff	<i>Method of candidate assessment:</i> A = Application form I = Interview T = Test	A - I - T
Personal attributes	L. Ability to maintain confidentiality, act with integrity, uphold ethical values, including social responsibility, equality, diversity and inclusion in line with the College PRIDE values. M. Can demonstrate a commitment to safeguarding and PREVENT duty. N. Commitment to own learning and development, with evidence of CPD. O. Excellent interpersonal skills. P. Commitment to teamwork, ability to work flexibly and under pressure. Q. An excellent team player with a willingness to contribute to the development of the College.	A/I A/I A/I A/I/T A/I

Safeguarding Disclosure and Barring Service	Enhanced DBS required and any employee of the College are required to sign up to the update service
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All job descriptions are subject to regular review/updates as necessary for the role.

TO BE COMPLETED BY THE JOB HOLDER:

I agree the above job description:

Signature Job holder:		Date:	
Name of Job Holder:			

TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE JOBHOLDER IS RESPONSIBLE TO:

Signature Line Manager:		Date:	
Job title:			