

|  |
| --- |
| **Examination Invigilator (Off-site exams)** |

|  |  |
| --- | --- |
| **Reporting to:** | Quality Manager |
| **Working Hours:** | Bank Staff – hours to be agreed (as & when required) |
| **Salary:** | £8.89 plus £1.15 holiday pay (Spine point 10) |

**Job Purpose**

To provide support to the examination process.

**Duties and Responsibilities of the Job**

1. *Specific Duties*

|  |
| --- |
| 1. Assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures.
 |
| 1. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
 |
| 1. Offering advice and guidance to unregistered candidates without allocated seats.
 |
| 1. Ensuring that candidates do not talk once inside examination venues.
 |
| 1. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
 |
| 1. Checking ID of candidates and completing attendance registers before the start of the examination.
 |
| 1. Recording details of late arrivals and early leavers and collecting scripts from early leavers.
 |
| 1. Escorting candidates from venues during the examinations as required, and supervising candidates whilst outside examination venues.
 |
| 1. Collecting and collating scripts at the end of the examination in accordance with strict procedures.
 |
| 1. Assisting with the preparation of script envelopes.
 |
| 1. Supervising 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.
 |

1. *For Invigilators who undertake scribe & reader duties*

|  |
| --- |
| 1. Ensure that students with disabilities, medical conditions or specific learning difficulties are able to fully express their knowledge in an exam setting.
 |

1. *General Duties*

|  |
| --- |
| 1. To undertake any tasks required that are commensurate to the role and grade.
 |
| 1. To be aware of, comply with and promote Safeguarding policies and practices at all times.
 |
| 1. To be aware of, comply with and promote Equality & Diversity policies and practices at all times.
 |
| 1. To be aware of and comply with Health & Safety policies and procedures at all times, in order to protect your own safety and the safety of others.
 |

1. *Continuous Professional Development*

|  |
| --- |
| 1. Participate in staff development activities to support Continuous Professional Development (CPD).
 |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.
 |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

|  |
| --- |
| **Essential criteria for the post** |
| * Effective oral/written communication skills.
 |
| * Numeracy.
 |
| * Accuracy and attention to detail.
 |
| * Flexible approach to work.
 |
| * Ability to relate to academic staff and students.
 |
| * Ability to work under pressure and to tight deadlines.
 |
| * Access to car or transport to support exams offsite.
 |
| **Desirable criteria for the post** |
| * Experience of working or studying in further education environment.
 |
| * An understanding of the examination process.
 |
| * Own car.
 |

**CONDITIONS OF BANK SERVICES AGREEMENT**

**Working Hours**

This is a Bank role, and hours worked will be on an as and when basis to meet the needs of the Department.

**Annual Leave**

The bank hourly rate is split into two elements; one is a regular hourly rate and then the balance which is called holiday pay hourly rate.  Each month bank workers submit a timesheet and will be paid monthly in arrears, the regular hourly rate plus holiday pay.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal