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# **JOB DESCRIPTION**

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| **JOB TITLE:** | Part-Time Hourly-Paid Invigilator |
| **RESPONSIBLE TO:** | Head of Information Services and Funding |
| **JOB PURPOSE:** | To assist with the invigilation of examinations |
| **SALARY:** | £11.44 per hour + £5 per session |

**MAIN RESPONSIBILITIES:**

* To be part of the Examinations Team (within the Information Services team), providing invigilation services across the College.
* To support the Senior Administrator (Examinations) in ensuring compliance with JCQ (Joint Council for Qualifications) and awarding body regulations.
* To ensure examination records are accurately completed in accordance with regulations.
* To provide excellent customer service to everyone, including college students, staff and prospective students
* To respect confidentiality and work with due regard for data protection legislation
* To undertake other duties as may be reasonably required commensurate with grade, at the initial place of work or at other locations.
* Be committed to equal opportunities, customer care and quality assurance.

This is an hourly-paid casual post with hours to be arranged with the Head of Information Services.

Postholders may be required to invigilate at any time during the day, any day of the week, but normally during office hours 9am – 5pm weekdays.

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## **PERSON SPECIFICATION**

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| QUALIFICATIONS/ ATTAINMENTS |  |
| The successful candidate should have: |  |
| Formal qualification at least Level 2 including English | Essential |
| Good communication skills | Essential |
| * Reading * Listening * Talking * Non-verbal/body language |  |
| Evidence of CPD | Desirable |
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| TRAINING/ EXPERIENCE/ KNOWLEDGE |  |
| The successful candidate should have: |  |
| Experience of effective team working  Experience of maintaining records accurately and efficiently  Knowledge of Equality and Diversity issues | Essential  Essential  Essential |
| Experience of working in a college environment | Desirable |
| Experience of dealing with customers face to face | Desirable |
| Experience of invigilating examinations | Desirable |
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| PERSONAL SKILLS/ ATTITUDES |  |
| The successful candidate should have: |  |
| Good Communication and interpersonal skills | Essential |
| Confidence in addressing groups of people | Essential |
| Confidence in dealing with people from all “ walks of life” | Essential |
| A calm and patient manner | Essential |
| Willingness to work occasional hours | Essential |
| A commitment to equal opportunities, customer care and quality assurance | Essential |
| Good administrative skills | Essential |
| A logical approach to problem solving | Desirable |