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**JOB SPECIFICATION**

**Post Title:** Exam Invigilator

**Line Manager:** Exams Officer

**Responsible for:** N/A

**Pay Band:** Support Band B

**JOB PURPOSE**

To conduct examinations in accordance with examination board regulations.

The examination invigilator is the person in the examination room with responsibility for conducting a particular examination session in the presence of candidates. Invigilators have a key role in upholding the integrity of the examination process.

Flexibility, reliability and an eye for detail are essential, as is the ability to communicate clearly.

Safeguarding and promoting the welfare of children, young people and vulnerable adults.

**SPECIFIC DUTIES**

1. Conducting and managing the examination process in accordance with examination board regulations.
2. Collect and return materials from the exam staff.
3. Prepare examination rooms and tidy rooms once finished.
4. Hand out and collect materials to students who are undertaking an examination.
5. Manage the security of examination question papers when you are carrying out an examination.
6. Inform students prior to the exam.
7. Maintain accurate records when doing examination processes.

**GENERAL DUTIES**

* Work flexibly to meet College requirements including working in other departments as directed by your line manager.
* Comply with all College policies and procedures.
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities.
* Comply with agreed dress code and the College’s Policies and Procedures appropriate to the job role and the tasks to be completed.
* Participate in Performance Management and Professional Development activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Kendal College employees are expected to act as ambassadors for the College and promote the organisation and its services positively.
* Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult with the job holder in so doing.



**PERSON SPECIFICATION – Exam Invigilator**

As a College employee you will be expected to embrace College values and implement College policies and procedures by:

• Seeing learners as our priority
• Embracing equal opportunities and respecting diversity
• Working co-operatively with colleagues
• Respecting and valuing the work of all our stakeholders
• Striving for continuous improvement
• Adhering to College policies and procedures
• Promoting the welfare of children, young people and vulnerable adults

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **Qualifications** | * *GCSE Maths and English or equivalent*
 | * L2/L3 IT qualification
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| **Experience** | * *Dealing with paperwork*
* *Dealing with internal and external customers*
 | * Experience of working with 16+ year old learners
* Experience in an educational environment
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| **Knowledge and Skills** | * Good communication skills
* Calm under pressure
* Punctual and reliable
* Accuracy and attention to detail
* A flexible approach to work
* Ability to relate to candidates yet maintain an air of authority
* Ability to communicate with candidates and staff clearly and accurately
* Ability to work to predetermined instructions
* Smart and professional appearance
 | * Strong IT skills
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Applicants will not normally be considered for appointment unless they meet the Essential requirements for the post