

JOB DESCRIPTION

JOB TITLE: SUPPLY INVIGILATORS
POST REF: S/IV
REPORTS TO: EXAMINATIONS OFFICER
JOB PURPOSE: TO INVIGILATE COLLEGE EXAMINATIONS
DATE: FEBRUARY 2016

GENERAL RESPONSIBILITIES:

1. Distribute examination papers, spare stationery and any additional material specified by the examining board.
2. Check student identification.
3. Complete a seating plan or nominal role.
4. Control the period of the examination as specified on the examination paper.
5. Ensure the examination is conducted in accordance with the examination board regulations.
6. Collect completed scripts and examination papers.
7. Verify the number of completed scripts and return them, with the seating plan or nominal role, to the Achievements Officer after the end of the examination.
8. Invigilate for on-line examinations as required.
9. Attend training / briefing session with examinations staff as required.
10. To be aware of emergency procedures in case of fire/bomb alarm.
11. Report any incidents or difficulties during the examination to the Examinations Officer.

GENERAL BEHAVIOURS

1. The College expects that you will work to the highest professional standards and undertake your responsibilities to the best of your ability.
2. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.
3. You should be courteous in your dealings with colleagues, students and visitors to the College.
4. You will exhibit a positive drive in your desire and efforts to support learning and the students.
5. As a member of staff in the College you will act with integrity and probity.

TERMS AND CONDITIONS

Canterbury College Scheme of Conditions of Service

Various hours available

Salary £9.38 per hour

Canterbury College is an Equal Opportunities Employer

PERSON SPECIFICATION

SUPPLY INVIGILATORS

ALL STAFF ARE EXPECTED TO UNDERTAKE CPD

	Requirement	Means of assessment		
		Application form	Interview	Reference
Skills and ability				
Effective written and oral communication	Essential	x	x	x
Effective organisational skills and ability to work to deadline	Essential	x	x	x
Effective teamwork skills	Essential	x	x	x
Ability to deal effectively with emergencies	Essential	x	x	
Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	Essential	x	x	x
Experience				
Experience of examination procedure	Essential	x	x	
Experience of administration	Desirable	x		x
Experience of customer service	Desirable	x	x	x
Experience of data verification	Desirable	x	x	x
Education				
Maths Level 2 (e.g. equivalent to GCSE grade C or above)	Essential	x	x	
English Level 2 (e.g. equivalent to GCSE grade C or above)	Essential	x	x	
Other				
Commitment to equal opportunities	Essential	x	x	
Commitment to continuous improvement	Essential	x	x	
Office Skills/Administration	Desirable	x	x	