

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Casual Invigilator
Responsible to:	Exam Team Supervisor
Responsible for:	NA

1.	Job Purpose:
1.1	<p>To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Grimsby Institute Group instructions.</p> <p>To provide a quality environment, upholding the integrity of all exams, whilst allowing all candidates to demonstrate their abilities and reporting any queries or problems to the exams office.</p> <p>To provide a comprehensive range of activities to support invigilation</p>

2.	Key Responsibilities:
2.1	To admit candidates into the exam room and identify, seat and instruct them in the conduct of their paper/online exams. Distribute papers if appropriate.
2.2	Act as an ambassador for the Group.
2.3	
2.4	
2.5	
2.6	
2.7	
2.8	

3.	Specific Duties:
-----------	-------------------------

3.1	Assist with examinations during peak periods.
3.2	To keep confidential exam papers/online paperwork and materials secure before, during and after exams.
3.3	To supervise and observe candidates at all times and be vigilant throughout exams.
3.4	To deal with any exam emergencies or irregularities effectively and to record/report any incidents.
3.5	To complete attendance registers, and if paper exams, to collect and collate scripts before securely returning them to the exams office.
	To facilitate access arrangements for candidates, ie reader, writer after completing training. Liaise with tutors and Institute staff to ensure accurate information is provided and input onto the student records system.
	Have an effective role in the MIS/Exam process, working flexible hours (including evenings when necessary), and invigilating at external centres.
	Promotion of the groups Learner First ethos, ensuring that the learner experience is uppermost in any actions that are taken.
	Undertake regular checks on the accuracy of learner information to identify and rectify any errors.

4.	Budget Responsibility:
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
-----------	---------------------------

6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment
-----	--

7.	Equality and Diversity:
7.1	<p>The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.</p>

8.	Safeguarding Children and Vulnerable Adults:
8.1	<p>The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)</p>

9.	TEC Partnership Policies and Procedures:
9.1	<p>All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.</p>

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	<p>Level 2/GCSE English and Maths</p> <p>Evidence of continuous professional development</p> <p>Level 2 in a Business Administration related qualification</p>	E	D D
Specialist Knowledge	Up to date knowledge of ICT systems and packages	E	
Experience	Previous data entry experience		D
Skills and Attributes	<p>Possess excellent customer service skills, communication, administration and interpersonal skills</p> <p>Ability to work effectively as a member of a team</p> <p>Prepared to work flexibly according to the needs of the service</p> <p>Respects confidential nature of work and maintains absolute confidentiality</p> <p>Ability to positively promote the Institute Group Values and Acceptable Standards to staff and learners</p>	E E E E	
Other	DBS check carried out on appointment	E	

Qualities identified and determined by:

E = Essential

D = Desirable