



HRUC
HARROW, RICHMOND & UXBRIDGE COLLEGES

**JOB DESCRIPTION &
CANDIDATE SPECIFICATION**

POST	Exams Invigilator
Department	Examinations
CAMPUS	Richmond upon Thames College
SALARY	£11.95 per hour
HOURS	Variable hours per week
RESPONSIBLE TO	Examinations Manager

JOB PURPOSE

To provide an efficient invigilation service in order to provide the best conditions possible for candidates and to prevent any breach of the rules under which examinations are conducted.

MAIN DUTIES AND RESPONSIBILITIES

- To respond promptly and clearly to all requests to work and, once allocated work, to give the maximum possible notice of inability to attend any session for which you have been booked.
- To familiarise yourself with the current edition of Instruction for the Conduct of Examinations and any other written instructions distributed by the Examinations Office.
- To work under the direction of a lead invigilator and, in conjunction with fellow invigilators, ensure an alert and comprehensive supervision of candidates.
- Assisting with setting up examination venues by laying out stationery, equipment and examination papers in strict accordance with agreed procedures.
- Assisting candidates prior to the start of examinations by directing them to their seats, advising them about possessions permitted in examination venues and ensuring that they do not talk inside examination venues.
- Invigilating during examinations by unobtrusive patrolling around the examination room, dealing with queries raised by candidates and dealing with examination irregularities in strict accordance with agreed procedures.
- Completing attendance registers accurately during examinations.
- To report immediately to the examinations team any instances of cheating or suspected cheating or any other improper behaviour.
- Escorting candidates from venues during the examinations as required. Supervising candidates whilst outside examination venues, for example, whilst in 'quarantine' due to examination timetable clashes.
- Collecting and collating scripts at the end of the examination in strict accordance with agreed procedures.
- 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.
- To undertake any necessary training and professional development as required.
- To be available for evening and occasional weekendwork.

These duties are not exhaustive or exclusive. The duties may be varied provided that any other duties are appropriate to the grading level of the post.

GENERAL DUTIES

- To participate fully in appraisal according to the College requirements and undertake training and development likely to improve personal knowledge and skills as required.
- To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
- To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.
- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult Protection, Quality and Financial regulations. To report any concerns to the appropriate person.
- To use appropriate management information to recognise and support diversity in the student cohort.
- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
- To be available to assist in enrolment procedures. This may require additional hours including evenings and weekends, for example during the Autumn Term.
- To work flexibly, this will include evenings, open days, parents' evenings and possibly weekends. Where this requires working outside normal working hours (e.g. evening/weekend working) time off in lieu arrangements will apply.
- To undertake any other duties commensurate with your level of responsibility as may be required by the College Leadership Team.

PERSON SPECIFICATION

The successful candidate will fulfill the following essential requirements, and will also ideally hold the desirable attributes.

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

*** Key:**

A – Application Form I – Interview T – Test KQ – Killer Question

		Essential	Desirable
	Qualifications		
1	Good numeracy & literacy skills	✓	
	Skills and Abilities		
2	Good attendance record	✓	

3	Ability to maintain concentration and remain alert whilst dealing with monotonous tasks	✓	
4	Ability to take direction and follow instructions	✓	
5	Ability to work with accuracy and attention to detail	✓	
6	Ability to work with young people in a friendly and professional manner	✓	
7	Ability to work effectively in a team	✓	
8	Ability to use own initiative	✓	
9	Careful with routine tasks	✓	
10	Willing to be flexible in approach to work	✓	
11	Committed to the continuous improvement of services offered by the College	✓	
12	Committed to the development of own skills	✓	
13	Previous invigilation experience		✓
14	Experience of working with young people		✓

CONDITIONS OF SERVICE

The appointment will be subject to suitable references, medical clearance, enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed **before** the start of the employment.

This job description/candidate specification is subject to periodic review.

EXPECTATIONS FOR ALL STAFF

All members of staff at the College are expected to be:

- **Responsive & Adaptive**
Responsive to change, creating new opportunities for meeting new challenges
- **Creative, imaginative and entrepreneurial**
Innovators and commercially aware
- **Collaborative**
Promote 'team-ship' through collaboration and taking pride in their work and the College
- **Passionate professionals**
Role models committed to continually improving themselves and ultimately the experience and success of our students
- **Accountable**
Understand the impact of (and take responsibility for) their actions upon College stakeholders