

Post Title	Exams Invigilator (Bank Staff)
Location	Craven College, Skipton (Auction Mart Site/ Multi-Site/Community Venues)
Rate of pay	Invigilator Rate £13.37 per hour
Hours	Part Time Variable Hours
Responsible to	Exams Officer
Special Conditions	A full DBS Certificate via the Disclosure and Barring Service will be required for this post.
Closing Date	Sunday 23 March 2025
Interview Date	TBC
Post No.	BANK18

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted.
Please feel free to apply for futures roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To support the preparation, invigilation and finalising of examinations for our learners across a range of subjects. Exams may take place at any of our college sites, including Skipton and Leeds Bradford Airport, throughout the academic year.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Craven College requirements
- To play a key role in upholding the integrity of the examination/assessment process
- Before exams:
 - To report to and be briefed by the exams officer prior to each exam session
 - To keep confidential exam papers and materials secure before, during and after exams
 - To ensure exam rooms are set out according to the instructions
 - To admit candidates into exam rooms
 - To identify, seat, and instruct candidates in the conduct of their exams
 - To distribute the correct exam papers and materials to candidates
 - To deal with candidate queries
 - To start exams
- During exams
 - To supervise and observe candidates at all times and be vigilant throughout exams
 - To keep disruption in exam rooms to a minimum
 - To deal with emergencies or irregularities effectively
 - To record/report any incidents, disruption or irregularities
 - To complete attendance registers
 - To deal with candidate questions according to the regulations

- After exams
 - To instruct candidates in finishing their exams and to collect exam scripts and exam materials
 - To dismiss candidates from the exam room
 - To check candidates' names on scripts, match the details on the attendance register
 - To securely return all exam scripts and exam materials to the Exams Officer in candidate number order as stated on the official attendance register
 - Other
 - To attend training, update or review sessions as required
 - To undertake, where required and where able, other duties requested by the Exams Team Leader, for example
 - ❖ supervision of exam timetable clash candidates between exam sessions
 - ❖ facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - ❖ other exams-related administrative tasks
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Experience is not required, as training will be provided
- Applicants will be asked to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Applicants will be asked to confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times
- Availability during key exam periods
- Reliable and flexible
- Effective communication and interpersonal skills
- Work well as part of a team
- Confident, mature attitude
- Able to be a reassuring presence to candidates in exam rooms
- Able to give instructions and manage situations involving different groups of people
- Basic IT skills (familiar with use of email, mobile phone messaging etc.)
- Seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

DESIRABLE REQUIREMENTS

- Previous experience of working in an educational establishment
 - Good communication skills
 - Experience of working and communicating effectively with young people
 - Customer service experience
 - Able to work individually without supervision
 - Able to work as a team
 - Able to adhere to rules and regulations
 - To think clearly and make correct decisions in the event of an Emergency in an exam room
 - A full UK driving licence
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