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**Job Description – Exams Invigilator**

**JOB TITLE**

Exams Invigilator

**ACCOUNTABLE TO:**

Data Services Manager

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

* To ensure exams proceed in accordance with all relevant procedures and regulations. To be available during term time and for occasional evening examinations.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* To be responsible for the conduct of the examination session and to give full attention to the proper conduct of the examination, especially with regard to students cheating, using mobile phones or other electronic devices, and using notes if not permitted.
* To ensure security of the examination papers at all times.
* To adhere to the instructions for the examinations, set out in the rubric and in the College examination instructions file.
* To facilitate a variety of computer-based examinations by identifying student, issuing correct password to each students, ensuring correct logging on procedure takes place and unlocking the exam using the administrator machine in the exam room.
* To check the room has been prepared correctly for the examination, ensuring the clock, door signs and notices are clearly displayed.  For JCQ exams make sure that the relevant notices are displayed correctly.  To make sure there are no documents on display in the room that could assist the students in their exam.
* To write the centre number, start and finish times clearly on the board where appropriate for all candidates to see.
* To be satisfied as to the identity of every candidate attending by checking their ID badge before each examination session and to notify the Examinations Officer of any concerns.
* To clearly announce to candidates relevant instructions regarding completion of answer papers and any specific information needed to undertake the examination.
* To allow candidates the full working time prescribed for the examination.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification – Exams Invigilator**

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| 5 GCSE’s or equivalent | **✓** |  | AF / CERT |
| Minimum level 2 literacy & numeracy qualification (GCSE or O level equivalent) & be willing to update skills. | **✓** |  | AF / CERT |
| Experience of Microsoft office including Word, Excel and Access. | **✓** |  | AF / CERT |
| Experience |  |  |  |
| Previous invigilator experience. | **✓** |  | AF / IV / AT |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all | **✓** |  | AF / AT / IV |
| Welcome suggestions for improving standards and offer suggest improvements | **✓** |  | AF / AT / IV |
| Act as a team player | **✓** |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓** |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓** |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** |  | AF / AT / IV |
| Communication |  |  |  |
| Has the ability to use language appropriate to the subject and recipient. | **✓** |  | AF / AT / IV |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner | **✓** |  | AT/ IV |
| Analytical & Decision Making Skills |  |  |  |
| Able to identify obvious errors/omissions/exceptions/variances. | **✓** |  | AT / IV |
| Uses logic, analysis, experience and models to solve problems | **✓** |  | AT / IV |
| Organised and attentive to detail | **✓** |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** |  | AT / IV |
| Internal Customer Orientation |  |  |  |
| Approachable and patient in understanding the complex needs of individual students. | **✓** |  | AT / IV |
| Understands internal forces which affect students and their needs. | **✓** |  | AT / IV |
| Demonstrates meeting expectations of internal customers, including students | **✓** |  | AT / IV |
| Develops relationships with internal customers and gains their respect | **✓** |  | IV |
| Treats internal customers fairly and in a non-discriminatory manner | **✓** |  | IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓** |  | AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓** |  | AT / IV |
| Proactive in taking action to achieve goals | **✓** |  | AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview