RHACC Richmond and Hillcroft Adult Community College	**JOB DESCRIPTION/PERSON SPECIFICATION**

POST	Exams Invigilator (Variable Hours)
DEPARTMENT	Exams
GRADE	£16.59 per hour (Inclusive of Holiday Pay)
REPORTS TO	Exams Manager
DIRECT REPORTS	None
WORKING PATTERN	Variable hours to cover daytimes, evenings and weekends.

JOB PURPOSE

- To provide support to the examination process across the college.
- To ensure that the conduct of the exam takes place within the guidelines set down by JCQ (Joint Council for Qualifications).
- Ensure a calm environment to give the candidates the best possible opportunity to be successful in their exams.

MAIN DUTIES/RESPONSIBILITIES AND SUCCESS MEASURES

1. To check the examination room prior to the arrival of candidates to ensure that:
   - Heating, lighting, ventilation and levels of extraneous noise are acceptable;
   - No display materials that might be helpful to candidates are visible;
   - A reliable clock of readable size is visible to each candidate;
   - The Warning to Candidates is displayed outside the exam room;
   - The Notice to Candidates is displayed outside the exam room;
   - The seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others.

2. To be fully aware of the regulations according to "The Instructions for Conducting Examinations".

3. To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session, in which you participate..

4. To carry out checks on the identity of candidates on their arrival.

5. To take all reasonable steps to ensure that:
   - The official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided;
   - Candidates take into the examination room only those articles, instruments or materials which are expressly permitted;
   - Candidates have all the necessary material to enable them to complete the examination.

6. To open the packet of examination papers in the exam room and in the presence of another member of the Exams Team and issue the papers to candidates.

7. To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.

8. To supervise the candidates throughout the whole time the examination is in progress and give complete attention at all times to this duty.

9. To complete the Attendance Register during the examination and inform the Exams Officer of any absentees.

10. To follow and assist in the appropriate procedures to be taken in the event of an emergency such as an emergency evacuation.

11. At the end of the examination, to collate all scripts in candidate number order and ensure that they are handed to the correct delegate.

12. To collect all unused stationery in the exam room and return it to the exams office.

13. To ensure that the room is left in a tidy condition.

14. Identify and undertake any other job-related activities as requested appropriate to the post.

GENERAL DUTIES

- To commit to ongoing professional development by undertaking job related training.
- To contribute to the planning and development of the service as a member of the team.
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented.
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas.
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns.
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College.

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

PERSON SPECIFICATION

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

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; **I -** Interview **AF -** Application form **T -** Task
	KNOWLEDGE			
1	Awareness and knowledge of data protection issues.	✓		AF, I
2	An awareness of health and safety regulations and how they apply to the post.	✓		AF, I
3	Able to demonstrate knowledge of and commitment to Equality and Diversity.	✓		AF, I
4	Clear commitment to the principles and practices of Safeguarding.	✓		AF, I
	ABILITIES/SKILLS/EXPERIENCE			
5	High level of accuracy and attention to detail.	✓		AF
6	High level of security/confidentiality awareness.	✓		AF, I
7	Effective oral and written communication skills and numeracy.	✓		AF
8	Ability to follow written procedures to carry out tasks.	✓		AF
9	Ability to relate to academic staff and students.	✓		AF
10	Ability to work under pressure and to tight deadlines.	✓		AF, I
11	Flexible approach to work.	✓		AF
	QUALIFICATION			
12	GCSE English and Maths (or equivalent level 2 qualification) is desirable.		✓	AF