

ROLE PROFILE

Job Title:	Examinations Invigilator
Responsible to:	Exams Officer
Responsible for:	No line management responsibilities
Salary:	£14.95 per hour inclusive of holiday pay Scale 2, Point 16
Hours per week:	Ad Hoc
Weeks per year:	Ad Hoc
Conditions of Service:	Callywith College Trust
Academic or Support:	Support

Key Purpose of the Role:	To invigilate exams in accordance with the guidance of the Awarding Body.
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Primary Tasks: To ensure that all examinations are undertaken under the guidelines of the Awarding Bodies.

Pre-Exam Duties: Assist in setting up the examination room/hall in accordance with JCQ regulations.

Check candidate identification and seating arrangements.

Ensure all necessary materials and notices are in place.

During Exam Duties: Supervise candidates and maintain exam conditions.

Deal with any queries and report irregularities to the Exams Officer.

Monitor time and ensure compliance with exam regulations.

Post Exam Duties: Collect and secure exam papers, scripts and materials.

Complete any incident reports if required.

Assist with clearing the exam room/hall.

Additional Expectations: Maintain confidentiality of exam materials and candidate information.

To attend annual invigilator training and any mandatory training as provided by the college.



COMPASSION



RESILIENCE



RESPECT



SUCCESS

COLLEGE-WIDE RESPONSIBILITIES

As a member of staff at Callywith College, the post-holder is expected to contribute to the overall aims and values of the college by actively engaging in the following areas:

Probationary Period

Your first nine months (academic or management roles) or six months (support staff) of employment will be a probationary period. During this time, your suitability for the role will be reviewed and assessed.

Performance and Development

Take part in the college's performance appraisal and review process. Engage in ongoing professional development activities to support continuous improvement and growth.

Equality, Diversity and Inclusion

Promote and support equality, diversity and inclusion in accordance with college policies and values.

Student Experience

Contribute to providing a high-quality environment that supports student learning, wellbeing, and personal development. Support the delivery of effective Student Welfare and Support Services.

Organisational Development

Contribute to the development of a flexible, responsive, and forward-thinking college. Support college marketing and promotional initiatives as appropriate.

Health, Safety and Use of Resources

Use college equipment, premises, and property safely and responsibly. Adhere to all health and safety policies and procedures. Carry out Fire Marshall or First Aid duties as required (training will be provided if needed).

Wider College Contribution

Participate in and contribute to general college-wide developments and initiatives. Be open and adaptable to changes in role and responsibilities as the college evolves.

Safeguarding

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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PERSON PROFILE

Examinations Invigilator

Ideally, the person appointed will have the following skills and experience:

1. Good communication skills.
2. Experience of the administration of the examination process whilst maintaining the integrity and confidentiality of the examination system and complying with the requirements of the regulatory bodies.
3. A thorough and conscientious approach with excellent inter-personal skills.
4. Ability to relate to staff and students during their exam periods.
5. Ability to respond and communicate with others showing sensitivity, clarity and focus.
6. Ability to support students in exam stress environments and communicate calmly under pressure.
7. Experience of overseeing student behaviour during their exams.
8. Experience of working with students in the 16 – 18 age range.
9. Basic IT skills (e.g. e-mail, diary management, etc).

The college is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.



COMPASSION



RESILIENCE



RESPECT



SUCCESS

CALLYWITH VALUES

CHOSEN BY STAFF
AND STUDENTS, **OUR
VALUES REPRESENT
THE VISION, MISSION
AND CULTURE OF
CALLYWITH COLLEGE.**

