



Our mission is: 'Inclusion, realising potential; transforming lives'

JOB DESCRIPTION

Job Title: Exam Invigilator
Responsible to: Exams Manager
Accountable to: Director of Management Information Services

Job purpose

To be responsible for invigilating on-line and written tests as directed by the Examinations Manager. To provide administrative support to the Examinations team.

Key responsibilities

- To invigilate on-line tests, other written, and computer-based examinations.
- To set up the examination venue in accordance with appropriate regulations.
- To supervise candidates from entry to the examination venue until all scripts have been collected.
- To ensure that all candidates are fully aware of regulations relating to their examination, and adhere to those regulations.
- To undertake administration as specified by Awarding Bodies.
- To collect and collate all scripts on completion of examinations, and to return them to the Examinations Manager/Assistant, reporting any irregularities which may have occurred.
- To develop a knowledge of Awarding Body requirements as appropriate.



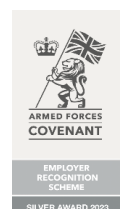
- To administer/control on-line tests, advise candidates on how to undertake the tests, and assist candidates with technical problems arising during the examination.
- To provide support to the examinations process in the College and undertake administrative duties when not invigilating.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

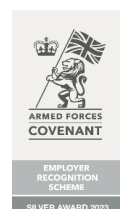


Responsibilities common to all Managers

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- To contribute to and promote the achievement of the College's Mission, Values and British Values.
- Participate in performance management review and take responsibility for the completion of agreed objectives.
- Participate in relevant professional development, ensuring others do the same.
- Ensure all staff and students comply with the Health and Safety at Work Act 1974.
- Ensure that all staff and students comply with the College's Equality & Diversity Policy.
- Be aware of and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- Hold team meetings and disseminate College briefings, feeding back staff comments as appropriate.
- Accept responsibility for safeguarding, promoting the welfare of children and vulnerable adults and Prevent.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste
- Undertake any other duties commensurate with the grading of the post.

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.



Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our college values are:

We put our students and customers first - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do

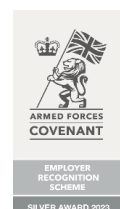
We pursue excellence in all we do - a passion for inclusive, high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

We collaborate and work in partnership with others - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

We operate sustainably, ethically and responsibly – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- Level 2 or equivalent in English, Maths and IT

Experience and knowledge

- An appreciation of the importance of good team work and the confidence to know when to use initiative

Skills and abilities

- Good literacy and numeracy skills
- Good IT literacy, including Word and Excel, and examination software
- Excellent standard of organisational skills
- Good time management, ability to work under pressure and meet tight deadlines
- Good communication skills
- Ability to work in a confidential manner
- Good interpersonal skills, ability to relate to a wide range of people
- A commitment to continually improve the quality of service to customers
- A willingness to work flexibly to enable the College to achieve its priorities
- A commitment to operating in a healthy and safe environment
- Suitability to work with children and vulnerable adults
- To contribute to and maintain the College values

Updated September 2025

