



WORK AT SHIPLEY COLLEGE

Exam Invigilator

- Hours:** Variable flexible hours, agreed in advance
- Salary:** £13.27 an hour
- Closing Date:** Monday 9th December 2024 at 9am
- Interview Date:** To be confirmed
- Start Date:** ASAP (subject to satisfactory pre-employment checks)

Shingley College - Great people, great place!

Shingley College is situated in the UNESCO World Heritage Site of Saltaire and is committed to high standards, encouraging staff and students to do their best and to aim high. Shingley College is an equal opportunities employer welcoming applications from all sections of the community.

We are looking to recruit exam invigilators to work flexibly with the examinations timetable throughout the academic year. As an invigilator you will be required to support both paper based and online examination processes. You must follow the required guidelines/regulations for the integrity and security of examinations and procedures during invigilation.

The role requires you to provide a professional examination service ensuring a calm environment to give candidates the best possible opportunity to be successful in their exams.

| Benefits we offer include: | We are looking for someone who has: |
|---|--|
| <ul style="list-style-type: none"> • Enhanced Annual Leave • Pension Schemes • Professional Development opportunities • Access to a free gym on site • Reduced cost train travel* • Access to free onsite car parks • Shopping discounts with discount app <p>*qualifying period applies</p> | <ul style="list-style-type: none"> • Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy • Proficiency in utilising IT tools and technologies • Excellent customer service and interpersonal skills, friendly and helpful attitude • Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and attention to detail. |



| | |
|--|--|
| | <ul style="list-style-type: none"> • Flexible to cover occasional early starts/late evenings when needed in the different locations on campus • Ability to think on your feet in a fast paced office where no two days are the same • Willingness to help with the physical aspect of preparing for exams |
|--|--|

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk.

| | |
|--|--|
| <p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p> | <p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p> |
|--|--|

Job Description

| | |
|-----------------------|---|
| JOB TITLE | Exam Invigilator |
| RESPONSIBLE TO | Registry Manager - Enrolments and Exams |

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

The role requires you to provide a professional examination service to give candidates the best



possible opportunity to be successful in their exams.

In the role you will be required to support both paper based and online examination processes and must follow the required guidelines/regulations for the integrity and security of examinations and procedures during invigilation.

DUTIES AND RESPONSIBILITIES

- To support the Examination Manager & Team with the day-to-day operation of examination venues.
- To assist with setting up examination venues by laying out stationery, equipment and examination papers in accordance with the outlined procedures.
- To assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
- To invigilate during examinations, dealing with queries raised by candidates and dealing with examination issues in accordance with strict procedures.
- To undertake regular training and updating.
- To ensure that all examinations are conducted in accordance with JCQ (Joint Qualifications Council) guidelines and policies.
- To check and record attendance during examinations.
- To record details of early leavers and collect their scripts.
- To escort candidates from the examination venue during the examinations as required, and supervise candidates whilst outside the examination venue.
- To collect and collate scripts at the end of the examination in accordance with strict procedures.
- To assist with the preparation of script envelopes.
- To assist with the packing of examination papers, stationery and equipment at the end of the examinations.
- To set up and administer computer based exams.
- To undertake appropriate checks to ensure students are allocated the correct exam papers and to ensure all exam board regulations are adhered to.
- To supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and ensuring that candidates leave venues in an orderly and quiet manner.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement and innovation.



- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

| |
|--|
| Level 2 in literacy and numeracy or equivalent (or be willing to work towards) |
| Competence in the use of a range of IT skills |
| Excellent customer service skills, including effective and professional face to face communication within an appropriate context |
| Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and attention to detail |
| Willingness to work to a flexible attendance pattern, including evenings |
| Willingness to undertake job training and to attend relevant staff development programmes |

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

| |
|--|
| An understanding of examination processes |
| Knowledge and experience of additional educational needs |
| Experience of working with academic staff and students |
| Ability to self-manage and cope well with a demanding workload |

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

| |
|--|
| Experience of working or studying in a further education environment |
| Clean driving licence and access to a vehicle for work purposes |
| Knowledge and experience of Equality, Diversity and Inclusion |
| Knowledge or experience of Safeguarding |
| Knowledge of the PREVENT agenda |

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

97% of students agree that the College is a safe place to learn.

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

96% of students agree that College staff are friendly and helpful.

