

Job Description

Job Title: Home Invigilator

Main Purpose Of Job:

Exam Invigilators are key to our operation, they oversee and supervise examinations and ensure that guidelines and regulations are adhered to during examination session.

We are looking for someone who would invigilate exams at a candidates' home and so needs to be willing to travel.

Flexible days: work around our examinations pick your days

Flexible hours: we have full-time part-time mornings or afternoons available

Reports To: Centre Manager

Salary: Competitive.

Main Tasks Of Job:

- To carry out a home visit ahead of the exams and complete a risk assessment of the venue
- To ensure the candidates receive appropriate examination question papers and answer paper
- To ensure the transportation of the exam papers meet regulations
- To be aware of any support that our candidates may have during an examination
- To ensure you are fully aware of any special requirements to how the exam is run
- To ensure answer scripts are collected and packaged securely in preparation to return back to the centre
- To ensure and promote the regulations of an examination room as laid out in the examination guidelines
- To record attendance on the official examination registers
- To ensure no inappropriate items are within the vicinity of where the exam is being sat, such as mobile phones
- Ensure all candidates are aware of the pre-exam start information and of any erratum notice that may affect them

- To ensure there is no talking or disruption for the candidates once an examination has begun
- To ensure the candidate is seated before opening the question papers
- To ensure that no help is given to candidates in any way with the question paper

Disclosure and Barring Service

This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form - your application will be returned if this section is incomplete. If successful in your application, you will be subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

Full training is provided for suitable applicants.

Desired Attributes for the role

- A car driver
- Strong communication and interpersonal skills, with the ability to work both in a team and independently.
- Ability to adapt quickly to different situations.

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business