**Exam Invigilators**

**Casual- fixed term until 31/8/2025**

**£15.44 per hour**

The Examinations team at Nescot are looking to extend our pool of part-time Invigilators to more flexibility with exam cover. Our busiest periods are January, May, June and November although, online exams do take place throughout the year.

Sessions are between one to three hours long and take place throughout the day, including evenings and some Saturday mornings. These positions would suit those with an interest in and/or knowledge of education and an understanding of the examination environment. However, previous experience is not essential as full training will be provided.

To apply you must be reliable and flexible with regards to availability at all times.

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff.

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date is Thursday 25th July 2024**

**Interviews will commence week starting Monday 29th July 2024 & Monday 2nd September 2024**



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**Job Description**

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| **Position Details:** |
| **Title:** | Exam Invigilator |
| **Department:** | Exams |
| **Fraction:** | Hours as required |
| **Status:** | Fixed Term |
| **Grade:** | Support grade |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** |
| **Responsible to:** | Exams Manager |

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| **Job Purpose:** |
| To provide invigilation for Nescot examinations in accordance with Examination Board and College Regulations. |

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| **Main Duties and Tasks:** |
| * To be fully familiar with Examination Board and College regulations for the conduct of examinations under supervision.
* To undertake all training as necessary, including online training and refresher training, and to become familiar with the JCQ regulations.
* To be willing to go through a DBS check.
* To be available for busy exam period from April to July and November and January, key exam dates will be provided at the beginning of academic year.
* If acting as Senior Invigilator, collect examination packs from the examinations office at an agreed time before the examination.
* Check that the contents of the examination pack correspond with the Examination requirements.
* Check that the examination room is set out in accordance with College and Examination Board regulations.
* If acting as Senior Invigilator brief students on examination regulations at the start of examinations.
* To invigilate for the duration of the examination.
* To ensure examinations start and complete on time, taking account of students with special requirements.
* To assist with the completion of seating plans.
* Escort students on toilet breaks ensuring no unauthorised material is consulted and that exam regulations are observed at all times.
* To check attendance and take a register of those students present and to check completed scripts carefully against the register.
* To clear examination room of all unused stationery.
* If acting as Senior Invigilator, return scripts, unused stationery and other items to the examinations office.
* If necessary to act as a scribe or reader for students with examination access arrangements.
* To undertake any other duties, which may reasonably be expected to fall within the grading of the post.
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nescot’s Equality and Diversity policy at all times.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area.
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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.
* Copies of Nescot Enterprises Health & Safety Policy are available on sharepoint

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.

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| **Pension** |
| You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |

This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the jobUPDATED BY: Exams Manager Date: June 24UPDATED BY: HR Date: June 24 |
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****PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Invigilators**  |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Evidence of effective administrative and organisational skills and basic IT skills. | A/I | Experience in an office or educational environmentGood knowledge of customer service and or FE environment | AA |
| **Skills and Abilities** | Able to communicate effectively in writing and orally, including ability to compose own correspondenceAble to respond to enquiries in a polite and courteous mannerAble to work effectively as part of a teamAbility to use own initiative and work independently | A/IA/III/A | Previous experience of Invigilating exams Available to work a complete Session - Morning, Afternoon and/or Evening throughout the year.Available for GCSE Maths and English in the summer term and Autumn term.Lives locally or within a 10-mile radius of College.Experience of working with young people. | AIIA/II |

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| **Qualifications** | N.A |  |  |  |
| **Personal Qualities** | Has awareness of equality and diversity and NEL Values which is promoted within your roleCommitment to continuing professional developmentCommitment to safeguarding, PREVENT and promoting the welfare of learners The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | IIIMI |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |

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