

Job Description

For Non-Streamlined Safeguarded Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	ACL Examinations Invigilator	JEID	C0589
Salary Grade:	£11.79 per hour SCP 3 Scale B. This includes an enhancement to take into account an element of holiday pay and recognises that teaching staff may not be present		
Team:	Adult & Community Learning		
Division / Service:	Learning & Achievement		
Directorate:	People Directorate		
Primary Location:	Various opportunities throughout Warwickshire		
Political Restriction	This position is not politically restricted.		
Responsible to:	Examinations & Data Administrator		

Role Purpose

- To invigilate examinations working in accordance with awarding bodies regulations to maintain the integrity and security of the examination session without supervision.
- To adhere to WCC policies and procedures for Equal Opportunities, Health & Safety and Safeguarding Children & Vulnerable Adults ensuring the welfare of learners in the examination setting.

Role Responsibilities

- To ensure the examinations room set up meets the awarding organisation's criteria.
- This will include:
 - Ensure the correct number of desks/tables are available and candidates are spaced at least 1.25 metres apart.
 - Check lighting and heating are in working order.
 - Ensure relevant notices and posters are displayed.
 - Ensure any unsuitable publicity or posters are covered.
 - Ensure any necessary equipment is available e.g. pens.
 - Ensure safe storage that provision for coats, bags, mobile phones or any other electronic equipment is available.
 - Ensure any equipment needed is in good working order e.g. clocks that are placed in view of all candidates.
 - Ensure that the centre number, start and end times of examination are clearly displayed.
 - Ensure relevant notices are displayed outside the examination room.
- Check candidates' ID and that they are seated in the correct place.
- Read erratum notices.
- Ensure learners are aware of and follow examination procedures e.g. for leaving the room etc.
- Supervise candidates in a quiet and unobtrusive manner.
- Respond to candidates queries in accordance with the examination regulations.
- Be responsible for the receipt of examination papers ensuring the correct subject and level for each candidate are available.
- Ensure that all documentation is completed in accordance with ACL and awarding bodies' criteria e.g. registers.
- Ensure that examination start and finish times are strictly adhered to.
- Give the 5 minute warning as appropriate at the end of the examination time.
- Collect all papers at the end of the examination complete the necessary forms and put everything in the file provided, seal and hand to the designated member of ACL staff.
- To be aware of and carry out fire evacuation procedures during examinations should the need arise.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	<i>Assessed By:</i>
• Good oral and written communication skills.	AI
• Ability to command attention and make announcements.	AI
• Good standard of general education to be able to answer queries.	AI
• Ability to respond to behaviour issues and manage learner behaviour.	AI
• Good customer care experience, ability to empathise with and put learners at ease.	AI
• Understand and implement procedures relating to health & safety, fire and emergency medical situations.	AI
• Good timekeeping and organisational skills.	AI
• Ability to travel for the purposes of the job and work flexible hours.	AI
• Willingness to undergo training as deemed necessary to comply with awarding bodies criteria.	AI
• Commitment to equality and diversity and supporting the rights and aspirations of under represented groups. Ability to demonstrate energy and commitment to widening participation in adult and community learning.	AI
• Able to demonstrate a commitment to actively promoting Safeguarding and Prevent policies and procedures to ensure the safety of all learners and staff.	AI
• Satisfactory check through the Disclosure and Barring Service	D

Desirable Criteria	<i>Assessed By:</i>
• Experience of invigilating examinations.	A
• Knowledge of OCR examination procedures.	A

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

Safeguarding children and vulnerable adults

Adult & Community Learning is committed to safeguarding and promoting the welfare of its learners and complying with best practice in the application of safeguarding. It expects all staff and volunteers to share this commitment. ACL invigilators are required to undergo an Enhanced safeguarding check via the DBS (Disclosure and Barring Service) process.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	