

JOB VACANCIES AT GREATER PETERBOROUGH UTC

EXAM INVIGILATORS

HOURLY RATE: £8.67 / HOUR
HOURS: Flexible
RESPONSIBLE TO: EXAMS AND DATA OFFICER

ROLE DESCRIPTION

Examination invigilators are part of the Exams Office team. The role of the examination invigilator is to ensure that examinations are conducted according to the current JCQ instructions for conducting examinations.

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.

They can work alone in small rooms, in teams in larger spaces and also 1:1 in support of students with additional educational needs that require such support.

Hours

Flexible hours during 13th May 2019 and 14th June 2019. Invigilators will need to be available for work during that period with most exams taking place between 0900 and 1630hrs.

Training

Invigilators will be invited for paid training (scheduled 1st May 2019) before they start working at GPUTC. The training will include an online safeguarding course.

Safeguarding

If you are not in possession of a recent enhanced DBS clearance this process will be followed by the College at our expense.

What's involved?

The invigilator's role covers:

- ensuring all candidates have an equal opportunity to demonstrate their abilities
- ensuring the security of the examination before, during and after the examination
- preventing possible candidate malpractice
- preventing possible administrative failures
- liaising with the Examination Officer and Senior Invigilator

Skills and experience you will need

- good communication skills
- good organizational skills
- able to work as a member of a team

If you are interested, please contact: Debbie Lenton at d.lenton@gputc.com

GPUTC, Park Crescent, Peterborough PE1 4DZ