



CAEDMON COLLEGE WHITBY

Prospect Hill, Whitby, North Yorkshire, YO21 1LA

Website: www.ccwhitby.org

Principal: Mr Jon Norden, BA, MA, NPQH

Age range 11-19

Relief Exam Invigilators required for 2021/22

Required at various times throughout the year
Salary range: NYCC Grade C

- Invigilators are required to supervise and assist with examinations at the College, both during the summer and at other times of the year if available.
- The team invigilates examinations at GCSE and A-level, and invigilators must be available at various times throughout the year, but predominantly from the beginning of May until the end of June.
- The post requires a responsible, calm and well-organised individual, who can work flexible hours.

Please telephone/access our website www.ccwhitby.org for further details and a non-teaching application form.

Please contact j.robinson@ccwhitby.org for information

NB: All postholders are subject to Criminal Records checks for the Safeguarding of young people.

Please note that all applicants must complete a non-teaching application form and include a letter with your application, showing how your previous training and experience make you a strong candidate for the post. Applications should be addressed to Jo Robinson at the College.

If you require the application form electronically or any further information, please email j.robinson@ccwhitby.org

It will be most helpful if you could include day time contact details for yourself and your referees, including email addresses.

All candidates are subject to criminal records and safeguarding checks to ensure that they are suitable for work with young people.

JOB DESCRIPTION

Job Title: Assistant Examinations Invigilator

Job Purpose: To assist and support the Exams Officer in the correct running of examinations in the College.

Main duties and responsibilities:

- to assist in preparing the room, such as laying out any papers or documents required
- to admit candidates to the room in a quiet and orderly way
- to assist with conducting the exam according to the Examination Board's regulations
- to assist with the registering of candidates present in the room
- to be constantly vigilant when the exam is running and not do other tasks during this time
- to report to the Exams Office at least 15 minutes before the start of an examination session
- to work as part of a team of invigilators
- to support candidates, by carrying out the above duties and following the attached instructions, at what can be a stressful time for them
- to partake in any relevant training as required and follow all College policies and procedures
- must be available to attend 3 training sessions per year
- to be committed to the safeguarding and welfare of young people
- other related duties as may be required from time to time.

Other

1. To participate in professional development as required by the Professional Development Coordinator.
2. To be committed to the responsibility of safeguarding and promoting the welfare of young people.
3. To be aware of health and safety in one's working area, ensuring good working practises, raising any concerns about health or safety to the Site Manager/other personnel as appropriate. To be aware of the staff privacy policy and to be compliant with GDPR within your role.

Caedmon College Whitby

PERSON SPECIFICATION

TITLE: EXAM INVIGILATOR

D = desirable; A = assessed through application form; I = assessed at interview

Person Specification	Skills and Attributes	Essential	D	A	I
Qualifications and experience	Good numeracy and literacy skills to GCSE standard	✓		✓	✓
	An awareness of 'safeguarding of children' procedures	✓		✓	✓
	Computer literacy	✓		✓	
Personal and interpersonal skills	Able to follow administrative procedures, understand and follow instructions	✓		✓	✓
	Good communication skills	✓		✓	✓
	Experience of working within a learning environment		✓	✓	✓
	Able to relate well to young people and adults, and deal sensitively with parents, students and colleagues in person and by telephone	✓			✓
	Able to work on own initiative and constructively as part of team, ensuring good communication and collaboration with colleagues	✓		✓	✓
	Ability to remain calm and polite under pressure	✓		✓	✓
	Good organisation and concentration skills with the ability and willingness to learn new duties and adapt to changing circumstances	✓		✓	✓
	Able to engage and work with young people, including those who are disaffected	✓		✓	✓
	Ability to work well as part of a team	✓		✓	✓
	A flexible and adaptable approach to work	✓		✓	✓
	Good time management skills	✓		✓	✓
	Demonstrates a "can do" attitude, including suggesting solutions, participating and meeting expectations	✓		✓	✓
Staff Development	Evidence of commitment to continuing personal professional development	✓		✓	✓
Child Protection	A commitment to the safeguarding and welfare of young people.	✓		✓	✓