

Northumberland County Council
JOB DESCRIPTION

Post Title: Examinations Administration Assistant and Invigilator		Director/Service/Sector: Education and Skills		Office Use
Band: Band 3		Workplace: Adult Learning Site		JE ref: 3193 HRMS ref:
Responsible to: Examinations and IV Coordinator (Designated Head of Exams Centre)		Date: 02 February 2016	Manager Lever:	
Job Purpose: To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are following during examination sessions. To provide administrative support to the examinations function of the service.				
Resources	Staff	Sessional readers/writers		
	Finance	Receipt and bank small amounts of income from examination and certification charges		
	Physical	Examination rooms. Exam scripts, stationery and equipment		
	Clients	Internal: Lecturers, other support staff and learners External: Customers and site users, examination bodies, OFSTED and JCQ inspectors		
<u>Duties and key result areas:</u>				
<div><div>1.</div><div>To assist in the supervision and setting up of examinations and to ensure that guidelines and regulations for the integrity and security of the examination papers and procedures are followed during examination sessions.</div></div> <div><div>2.</div><div>To assist in the collection of Examination papers and related information from the Examinations Office.</div></div> <div><div>3.</div><div>To assist in the transportation of exam papers to the venue securely.</div></div> <div><div>4.</div><div>To assist in ensuring Examination Papers are correct and are in accordance with attendance registers and seating plans.</div></div> <div><div>5.</div><div>To assist in the setting up of the examination room – candidate cards, start and finish times and clocks.</div></div> <div><div>6.</div><div>To ensure the examination room is set up in accordance with the seating plan.</div></div> <div><div>7.</div><div>To assist in recording attendance on the seating plan.</div></div> <div><div>8.</div><div>To closely monitor students throughout the examinations to prevent malpractice and disruption.</div></div> <div><div>9.</div><div>To assist with emergencies ensuring you follow Centre Policies and JCQ regulations (illness, fire alarms).</div></div> <div><div>10.</div><div>To collect scripts and question papers, ensuring that they are collected in correct order.</div></div> <div><div>11.</div><div>To ensure the exam room is tidy in preparation for the next examination or teaching.</div></div> <div><div>12.</div><div>To ensure you are familiar with the JCQ Instructions for conducting examinations booklet.</div></div>				

13. To provide administrative support to the team including the preparation of resources and materials for learners, general office support, handling mail, dealing with customers, filing, photocopying, collation, fax, lamination, binding, maintaining and issuing stock in accordance with corporate and service standards. To maintain information systems such as filing, service, client or asset records, booking forms and reference materials in a manner that ensures accuracy, confidentiality, rapid access and ease of use
14. To take part in a daytime and evening rota of site, first aid and fire warden cover.
15. To prepare materials for committees, working groups and team meetings. To arrange meetings, attending and taking accurate notes as requested.
16. To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Northumberland County Council and relevant legislation.
17. To be committed to equal opportunities and to comply with the County Council's diversity and equality policies. To be committed to safeguarding learners and follow policies, practices and procedures in relation to protecting children and adults.
18. To be committed to professional self-development making full use of training and development opportunities identified through appraisal. To ensure job knowledge is updated by participating in educational opportunities, reading publications, attending team meetings and participate in and maintain professional networks.
19. In order to maintain a professional atmosphere, a smart dress code is required and you must wear a name badge at all times.
20. Invigilators must conduct examinations in a calm and professional manner.
21. There will be a requirement for unsupervised contact with children / young people in this post whether through teaching, advice and guidance, general or technical support.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	Regular travel between centres as required
Working patterns:	Daytime and evening rota of working
Working conditions:	Site based in an adult learning centre or shared corporate premises with travel to other sites

Northumberland County Council
PERSON SPECIFICATION

Post Title: Examinations Administration Assistant and Invigilator	Director/Service/Sector: Community, Health and Wellbeing Learning and Skills Service – Adult Learning	Ref: 3193
Essential	Desirable	Assess by
Knowledge and Qualifications		
A good general education with successful experience of work in a similar field. NVQ / Certificate / Diploma at Level 2 in administration or customer service or similar Current first aid certificate Actively undertaking ongoing continuous professional and personal development.	NVQ Level 3 in Advice and Guidance Knowledge of County Council procedures Current Fire warden training Current Safeguarding and Prevent training Current E Safety training	A I
Experience		
Some administration experience Competence in using Google, Microsoft Office, E-Business and Educational Business Systems (EBS). An active desire to provide effective customer centred services, with some experience in a customer facing role including dealing with difficult or challenging customers.	Previous experience of working as an Exams Invigilator in an education environment.	A I
Skills and competencies		
Ability to relate to candidates yet maintain an air of authority. Ability to communication with candidates and members of staff clearly and accurately. Ability to work as part of a team or alone as necessary. Comfortable under pressure. Flexible approach to work. Reliable and punctual. Accuracy and attention to detail	An understanding of the examination process. An understanding of the JCQ regulations.	A I
Personal Qualities, Aptitudes		
Must be capable of independent travel Need to maintain general awareness, with periods of concentration.		A I

Need to have a high degree of data protection awareness and ability to keep information confidential		
Other		
Excellent record of attendance and punctuality. Understanding of the role within safeguarding. Independently meet the travel requirements of the post.		A I

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits