

Post Specification

Post Specification - Key Information

- **Post Title: Invigilator (Community Learning)**
- **Date: February 2026**
- **Post Group Number: 6655**
- **Job Family: Customer Engagement**
- **Job Family Role Profile: CE6**
- **Final Grade: Grade 6**

To be read in conjunction with the job family role profile.

Service Area Description

The Adult Learning Service is largely externally funded by the Department for Education with other smaller contracts from the Education Funding Agency and European Social Fund.

The service delivers Tailored Learning and skills provision to around 6,000 adults a year in over 200 venues across the county including a network of Council-run community learning centres, schools, children's centres, employer premises, a wide range of community outreach locations and a number of independent externally sub-contracted organisations. The service is focussed on provision which transforms the lives of our most disadvantaged communities, enhances employment opportunities for low skilled residents and meets the needs of local employers.

The service provision consists of a wide range of Tailored Learning and skills programmes including: vocational qualifications English & maths (at all levels from entry level through to GCSE); LLDD provision; employability; family learning; ICT; health & well-being and culture.

Purpose of this Post

- To ensure the fair and proper conduct of examinations in an environment that enables a student to succeed to the best of their ability
- To ensure compliance with Awarding body requirements.
- To provide support to the examination process

Key Job Specific Accountabilities

1. Assist with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
2. Check identity of candidates, complete attendance registers and distribute exam papers/answer books
3. Assist candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
4. Ensure candidates do not talk once inside the examination venue
5. Offering advice and guidance to unregistered candidates without allocated seats
6. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
7. Checking attendance during examinations
8. Recording details of late arrivals and early leavers and collecting scripts from early leavers
9. Ensure that candidates are aware of the start and finishing times of examinations
10. Assist candidates as appropriate with additional supplies of paper and stationery
11. Escort candidates from venues during the examinations required and supervise candidates whilst outside examination venues

12. Arrange for candidates to be escorted on toilet breaks ensuring no unauthorised material is consulted and that examination regulations are observed at all times
13. Deal with any breach of examination rules immediately
14. Collect, collate and deliver scripts at the end of the examination in accordance with strict procedures
15. Supervise candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorisation and that candidates leave venues in an orderly and quiet manner.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities** Guide and advise managers and colleagues on exam procedures
- **Other:** None

Essential Criteria

Qualifications:

- Qualified to NVQ Level 3 in a relevant subject area e.g. Teaching, training, assessing or Business

Knowledge:

- Good standard of written and spoken English

Expertise:

- Able to give clear and concise instructions and guidance
- Able to use initiative and good judgement
- Ability to follow guidelines and procedures and able to manage a complex process
- Ability to work effectively as part of a team
- Displays the Council's core behaviours
- Accuracy and attention to detail
- Flexible approach to work

Disclosure and Barring Service (DBS) Checks

This post requires a DBS check.

- **The level of check required is:** DBS Enhanced Children

Job Working Circumstances

- **Emotional Demands:**
 - None
- **Physical Demands:**
 - None
- **Working Conditions:**
 - Ability to travel to the examination venues independently

Other Factors:

- None