

Role Title	Invigilator
Reports to	Exams Manager
Full / Part Time	Casual Contract
Grade	£10.90 per hour
Location	Various across Cumbria
Created/Updated by	Emma McCarthy
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*Everything we do contributes to achieving our purpose:
Helping people, organisations and economies develop their skills for growth.
This purpose drives everything we do.*

Our values

Our values **Imagination**, **Integrity** and **Leadership** are core to everything we do, and makes us who we are. They underpin the way we work, from how we treat our people right through to how we design our products. Living these values in everything you do at the City & Guilds Group will not only make this a great place to work, but ensure you thrive and are successful in your role.

Your mission

We seek to increase our current team of Invigilators, to ensure the smooth running of all examinations and assessments, both internal and external across Gen2, providing effective support to our Centre Co-ordinator. Previous experience is not essential but could be advantageous.

Our Invigilators work on a casual basis when required by Gen2. Commencing ASAP and joining a friendly and experienced pool of staff, we would hope that our new Invigilators will be available to return for future work throughout the year.

The number of hours of work available for each period of exams across the year will vary and cannot be guaranteed. The hourly rate of pay will be commensurate with the post.

What you'll be doing

- Take an active role in ensuring the smooth, efficient running of exams and assessments.
- To comply with Health and Safety requirements at all times.

- Be committed to the Safeguarding of children and young people.
- To act as an ambassador for Gen2, promoting Equality Diversity and Inclusion.
- To carry out such other relevant and appropriate duties within the framework of a post of this grade that may from time to time be required at a location determined by the needs of the service.
- Due to the nature of this role, you will be required to complete an online Disclosure and Barring Service (DBS) check.
- Participate fully in invigilator training and any other appropriate in-service training associated with working in an education.

What we're looking for

We can't live without...

- Effective communication skills
- A calm and approachable manner
- Good organisational skills
- Diligent and efficient worker

We would love you to have...

- An understanding of the examination process
- Experience of working in an educational setting

The way we prefer to work

Confident (Leadership)

- Motivated to get things done and make them better
- Pro-active in taking on what needs to be done and using their initiative
- Acts on self-belief
- Passionate in the way they appear to clients, suppliers and colleagues
- Confident in themselves and the organisation

Curious (Imagination)

- A creative problem solver who brings new ideas
- Finds new ways of overcoming obstacles
- An open mind that feeds their curiosity
- Keen to learn
- Challenges the current way of doing things
- ... and not afraid to do it the same way as last time if that is what is needed

Collaborative (Integrity)

- A team player who enjoys being part of the team, supporting and leading as needed
- Shares knowledge and expertise
- A relationship builder

- Acknowledges everyone's contribution
- ... and is able to work alone when required

Compassionate (Integrity)

- Thoughtful, compassionate and understanding in their dealings with people
- Self-aware and aware of their impact on others - emotional intelligence
- Enjoys a sense of humour and knows when to use it
- ... and not afraid to say "no" and explain why

Resilient (Leadership)

- Works well with change and ambiguity
- Confident in the face of push back from others
- Overcomes challenges
- Doesn't lose sight of delivering even when under pressure
- ... and is supported fully

Trusted (Integrity)

- Goes the extra mile for internal colleagues and external customers
- Connects to our purpose
- Delivers great work
- Takes ownership, accountability and action
- Works in an ethical way
- Is authentic
- ...and this is the way we work here!

Your career with the City & Guilds Group

City & Guilds Institutes for Advanced Technology are currently expanding rapidly.

You will have the opportunity to be part of our exciting journey and have substantial opportunities to learn both informally and formally.