

**Job Description: Professional Service Positions**

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| **Faculty/Department:** | Education Services |
| **Job Title:** | Exam Invigilator |
| **Department/Subject:** | Examinations Office |
| **Salary:** | £12.59 hourly rate |
| **Hours of work:** | Zero hours |
| **Number of positions:** | 25 |
| **Contract:** | Fixed Term until 31/08/25 |
| **Location:** | Peripatetic – across University sites and external examination venues as required. |

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| **Introduction** | Applications are invited for Examination Invigilation Staff, to carry out short-term work during the examination periods.  **Please note that we are unable to consider applications from current students.**  Applications will also be considered from candidates who demonstrate appropriate experience. |
| **Background information** | The University’s Education Services will provide high quality professional services to students, staff and external stakeholders. Education Services will enable and deliver, where appropriate, institution wide change, affecting improvements in key strategic areas to enhance the Swansea student experience. Education Services is proud to hold the Cabinet Office’s Customer Service Excellence Award and will continue to ensure service excellence through engagement, partnership and innovation. |
| **Main Purpose of Post** | To support the work of the University’s Examinations Office in delivering examination arrangements across both campuses and providing a high-quality student experience.  Invigilators will be expected to assist the Chief Invigilator in distributing question papers, supervising the examination and collecting and recording details of the completed scripts at the end of each examination. |
| **General Duties** | 1. To assist the Chief Invigilator in delivering examination arrangements 2. To assist with the set-up of examination venues including distributing question papers, answer booklets and examination materials. 3. To assist with the collection of scripts. 4. To ensure the integrity of the examination process. 5. To attend any training sessions communicated by the Exams office 6. To be available for flexible and short notice working hours, as required throughout the duration of the main examination periods 7. Demonstrate excellent communication skills 8. Demonstrate good organisational skills 9. Ability to work as part of a team 10. Ability to work in accordance with GDPR regulation |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:**  **Values:**   * Demonstrable evidence of taking pride in delivering professional services and solutions * Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers * Demonstrable evidence of providing a caring approach to all your customers ensuring a personalised and positive experience   **Qualifications**   * Relevant work experience.   **Availability**   * To be available during the University’s main examination periods. For the 2023/24 academic year these will be Monday 8th January to Tuesday 24th January 2025 and Monday 13th May to Friday 7th June 2025   **Experience**   * Experience of delivering effective professional services.   **Knowledge and Skills**   * Good communication skills, both verbal and written. * Clear understanding of the needs of students in relation to examinations. * Excellent organisational and time management skills. * An understanding of the importance of the examination processes.   **Desirable criteria**   * Ability to communicate through the medium of Welsh.   For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** | Informal enquiries: Julie Matthews Assessment and Awards Officer (Examinations) (Julie.A.Matthews@Swansea.ac.uk) |

  