

**Title:** Exam Invigilator  
**Reporting to:** Performance Director

**Location:** Remote  
**Division:** Operations

### Summary of role

Responsible for invigilating Health & Social Care /Early Years/ Residential Childcare apprenticeships. This role is to maintain direct control and supervision of all learners undergoing assessments/exams whilst maintaining accurate records for learner examinations and other administrative requirements, following invigilation processes as set out by the awarding bodies.

In line with our pledge and core values you'll inspire our learners to succeed by offering support and guidance whilst ensuring the learners fulfil their exam obligations

### Role Responsibilities

- To maintain direct control and supervision of all learners undergoing assessments/exams
- Conduct initial and diagnostic assessments with learners
- Set up online mock assessments, invigilate and print results
- Prepare and administer Health & Social Care /Early Years/ Residential Childcare assessments
- Maintain accurate records of examinations undertaken, including seating plans, supervision reports and attendance registers with accuracy
- Submit completed examination paperwork within a timely manner
- Maintain accurate daily records of learner's attendance and achievements and report any

- Adhere to GDPR regulations and all internal information and data security policies and procedures
- Adhere to each awarding body organisations invigilation regulations
- Share best practice with other colleagues
- Any other duties as required by Operations Manager to support the needs of the business
- Proactively promote and safeguard the welfare of children and young people you are responsible for or come into contact with

### Key Performance Metrics

- Consistently demonstrate Paragon Skills pledge and core values
- Actively participate in own continuous professional development
- Maintain internal service level agreements

### Qualifications

- Grade A-C GCSE in English and Maths or equivalent
- Level 2 I.C.T qualification or equivalent experience

### Knowledge and Experience

- Excellent organisational, administration and relationship management skills
- Experience of invigilating exams or assessments
- Knowledge of the apprenticeships framework (desirable)
- Excellent communication and interpersonal skills
- Experience of working within the adult care or childcare sector (desirable)
- Fully IT Literate – including PDFs, Google and other systems
- Advanced knowledge of MS Office packages including Word, Excel, and Outlook
- Flexible and able to travel and stay overnight to meet the needs of the business

### Skills and Abilities

- Strong interpersonal communication skills – both verbal and written
- Strong personal drive and the ability to prioritise, manage own time and meet challenges in a positive way
- High levels of data accuracy with an excellent attention to detail
- Self-motivated with the ability to plan and use own initiative to achieve targets and deadlines.

### Behaviours

- Creative with a solution focused, open mind and can-do attitude to solve problems swiftly and innovatively
- Forward-thinking with a desire to make a difference and inspire success
- Infectious and transferable energy to motivate and invigorate others

energy

energise

execute

experience

edge