

## Invigilator Recruitment Event

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Company: Protocol

Location: Broxbourne

Category: business-and-financial-operations

**Are you reliable, flexible and readily available during main exam periods? Would you like to top up your income? Have you thought about becoming an Invigilator? Join us at our Invigilator Recruitment Evening on Wednesday 23rd March at 4pm-6pm.**

**We have partnered with Hertford Regional College to create an Assessment Evening to recruit numerous experienced and non-experienced Invigilators to join their great college.**

Hertford Regional College alongside Hertford Regional Group are currently recruiting for multiple Exam Invigilators across their campuses in Broxbourne and Ware to join them on a flexible and temporary basis from April 2022.

This is an excellent opportunity for a wide range of experienced and non-experienced candidates who are looking for casual work throughout the academic year, especially during exam periods.

### **What is the Invigilator Recruitment Evening?**

An Assessment Evening will be held for all interested candidates on Wednesday 23rd March at 4pm-6pm.

### **The Assessment Evening will involve:**

Meet and greet

Centre overview for Invigilators

JCQ guidance and Invigilator starter pack

Exams office online training system

Brief guide to being a Hertford Regional Group worker

## **Being a Hertford Regional Group worker**

Hertford Regional Group make sure their services go above and beyond for their candidates, they strive to ensure that working with them is not only simple but enjoyable too.

They offer an extensive range of benefits from personal support to useful career resources, top technology and some other nice little extras to make sure that their candidates feel valued. Some things you can look forward to utilising are:

Regular job alerts

Flexible and permanent opportunities

Dedicated candidate support

Free career advice

Online timesheet management

NEST Pension Scheme for temporary workers

Regular communications

Holiday pay for temporary workers

**For further details on this opportunity, get in touch with Daisy Giddings at or on 01780484373.**

**To apply, please register below.**

**Previous experience of invigilation is not required as training in the role and overall duties will be provided. However, we do have a few general requirements if you're successful in the Recruitment Evening. Such as:**

You are required to declare if you have previously invigilated and whether you have any current maladministration and malpractice sanction against you.

You must confirm your availability in advance

It is necessary to confirm the confidentiality and security requirements surrounding the invigilation processes

**An ideal candidate is...**

Reliable, flexible and readily available during main exam periods

An effective communicator and has good interpersonal skills

Team player

Confident and a reassuring presence to candidates in exam rooms

Able to give instructions and manage situations involving different groups of people

Familiar with the use of email, mobile phone and messaging

### **Main duties**

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and the Ware and Broxbourne Campus regulations and instructions

To have a key role in upholding the integrity and security of the examination/assessment process

### **Before exams you will:**

Report to and be briefed by the Exams Officer prior to each exam session

Keep confidential exam question papers and materials secure before, during and after exams

Ensure exam rooms are set up according to the requirements

Admit candidates into exam rooms under formal exam conditions

Identify candidates and seat candidates according to the required arrangements

Distribute the correct question papers and exam materials to candidates

Instruct candidates in the conduct of their exams

Deal with candidate questions

### **During exams you will:**

Supervise and observe candidates at all times and be vigilant throughout exams

Keep disruption in exam rooms to a minimum

Deal with emergencies or irregularities effectively

Record/report any incidents, disruption or irregularities

Complete attendance registers

Deal with candidate questions according to the regulations

**After exams you will:**

Instruct candidates in finishing their exams and collect exam scripts and exam materials

Dismiss candidates from the exam room

Check candidates' names on scripts and match the details on the attendance register

Securely return all exam scripts and exam materials to the exams officer

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**To apply, please register below.**

The College is a thriving confident community, which aims to provide students and the wider public with an excellent standard of training and education. Education is all about people, and we aim to provide a supportive environment for all our staff in which they can develop their skills and achieve outstanding results. Being committed to that goal, we would like to welcome applications from those who share our values and join us to deliver on our aims. Working for HRC you could take advantage of our excellent facilities, including free onsite car parking, Inspires, our hair and beauty salons, our onsite Fitness Suites at the Broxbourne campus, a career average defined benefit pension scheme and free access to an Employee Assistance Programme 24 hours per day. In addition, you could also benefit from the College restaurant, The Atrium, which has very favourable prices. Also depending on your role, gain your Teacher Training qualification, take part in our childcare voucher scheme to subsidise nursery fees and depending on your length of service, receive enhanced maternity pay and enhanced shared parental pay.

**Would you like to find out more about Hertford Regional College?**

**Overview**

**Organisation:** Hertford Regional College

**Location:** Hertford Regional College, Broxbourne Campus, The Springs, Turnford, Broxbourne, EN10 6AE

**Posted date:**04/03/2022

**Closing Date:** 23/03/2022

### **Benefits**

Payday breakfastCharity work supportHealth care plansBirthday day offFridge FridaysCasual dress codeCycle to work schemeFlexible holiday allowance – buy more/sellDiscounted gym membershipsUncapped earning potential for Recruitment ConsultantsSpec Savers vouchersPlus incentives, social events, and competitions – we love to work hard, but play hard too!, Interested in becoming a Recruitment Consultant? We're hiring! – No experience needed, all training is provided. – Competitive salaries with uncapped commission. – Excellent benefits and team culture. Email your CV to [talent@protocol.co.uk](mailto:talent@protocol.co.uk) or visit our website linked in the bio to find out more!, Wanting to get into Recruitment? Let's face it, no one working in recruitment ever really grew up wanting to be a recruitment consultant. Most of us got into it by chance. The reason many people decide to get into recruitment and stay in the industry is the lifestyle and rewards available to the go-getters. Usually, you know someone who got into recruitment and seems to be loving life, earning money, and climbing the ladder.Don't worry too much about not having Recruitment experience, if you really want it and have the right attitude our expert managers will train you up from scratch and give you everything you need to be a massive success in the industry!,

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