



Salford City College Group consists of five colleges in the Salford area: Pendleton Sixth Form College, Eccles Sixth Form College, FutureSkills at MediaCityUK, City Skills and Worsley College. The Group also comprises of Apprenticeships at Salford City College and University Centre at Salford City College.

Casual Invigilator

Reference: SCCG2982

Salary: £12.87 per hour.

Contract Type: Casual | **Hours per Week:** Casual | **Location:** Across Various Sites

About the Role

All our college sites require several Invigilators to work on a casual basis to assist in Vocational course exams. Duties will include;

- To assist in the examination invigilation process and ensure JCQ guidelines/regulations for the integrity and security of examination papers and procedures are followed.
- Provide a professional examination invigilation service ensuring a calm environment to give the best possible opportunity for candidates to be successful in their exam.
- Organise and inform students of examination rules and regulations at the start and end of each exam.
- Provide the correct information and material for a successful completion of exam.
- Be vigilant and report any breach of security to the Examination Officer.
- Assisting the examination team with general office duties including photocopying, answering telephones, inputting on the MI system.
- Un-locking on-line examinations, printing log in sheets ensuring correct pin numbers are provided to students.
- To be considered for this role, you will need access to your own car and be prepared to transport examination materials to various venues.

How to Apply

For more information and to apply for this job, please complete the registration and online application form via our [website](#).

If you have any queries regarding this vacancy, please email HR@salfordcc.ac.uk.

Reason to Join Us:

- We have Generous Terms and Conditions (Sixth Form College's Association style terms and conditions) including 40 days annual leave entitlement (including bank holidays)
- We have a 2:30pm finish on Fridays, Free on-site parking and various health and wellbeing resources and benefit schemes including three Staff Wellbeing days per year.
- We offer automatic enrolment to the Local Government Pension Scheme with 20.70% employer pension contribution.
- Our College is an incredible community, there is a lot that staff and their families can get involved with.
- We have family friendly policies and we are happy to talk about flexible working.
- We invest in our people and offer a range of training & career opportunities for all staff.
- We have an amazing Staff Benefits Package with discounts and savings for supermarkets, petrol, high-street retailers, holidays, cinemas and other leisure.
- Our shared purpose: We believe in the value of education for a successful future and we want the best for our learners and our staff.
- Our core values are at the heart of everything we do. Staff and students behave with respect, integrity and kindness.
- 94% of staff are proud to work at the College.

Commitment to Safeguarding

This post is exempt from the Rehabilitation of Offenders Act 1974 and as part of our safeguarding commitment we undertake DBS checks as part of our pre-employment procedures on all potential new employees.

The College is committed to fostering a diverse and inclusive community, welcoming applications from individuals of all backgrounds, including those with military experience whose unique skills and perspectives are highly valued.

Recruitment Agencies: We are not utilising the service of recruitment agencies for this vacancy and will accept direct applications only.