

Invigilator (multiple roles)

Job Description

Position Overview

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| Department | Registry |
| Location | St. Katherine Docks, London |
| Salary | £11/hour - zero hour contract |
| Benefits | Flexible working hours, opportunity to gain valuable experience in the education sector, supportive and inclusive working environment |
| Reports to | Deputy Head of Registry (Assessments) |
| Start | October 2024 |

The role

We are currently seeking Invigilators to provide high-quality support during busy exam periods which are in October/December/February-March/April-May and contract will be on an ongoing basis. The ability to work in a team, under direction, and to communicate effectively are essential. Please note that invigilators are required to stand and move around the exam venue for an extended amount of time.

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further expanding its student cohort, courses, network and opportunities. students year on year, further expanding its courses, network and opportunities.

Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

Responsibilities

- Ensure that all exam regulations and procedures are followed meticulously.
- Set up exam venues according to specified requirements.
- Distribute exam papers and materials to candidates in a secure and organized manner.
- Monitor candidates throughout the duration of exams, ensuring a fair and conducive environment.
- Handle any disruptions or irregularities during exams with professionalism and discretion.
- Collect and secure completed exam scripts at the end of each session.
- Complete any required forms related to an exam.
- Assist with any additional administrative tasks related to exams as required.

Requirements

- Attendance in mandatory training session once role has been offered.
- Excellent attention to detail and the ability to maintain focus for extended periods.
- Strong communication skills and the ability to enforce rules and regulations effectively.
- Reliable and punctual, with the flexibility to work during exam periods, which may include mornings, afternoons, or evenings with multiple exams during the day.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Previous experience in a similar role is desirable but not essential, as full training will be provided.

Application process

Applications should be made via [this link](#). Please reference your application “**INVIG2024**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

We are not able to provide Sponsorship for this role.