

# Job Vacancy Information Pack

## Remote Invigilator

Thank you for your interest in working at Open Awards. This pack should give you everything you need to know to apply for this role and what it means to work at Open Awards.

In this pack, you will find:

Our Values

Information about Open Awards

How to Apply

Job Description

Person Specification

If you would like an informal chat about this vacancy, you can contact Robin Jackson, head of Assessment Services, on [nina.hinton@openawards.org.uk](mailto:nina.hinton@openawards.org.uk)

# OPEN AWARDS

## Our Mission, Visions and Values

### VISION

To Change Lives  
Through Learning



### MISSION

To Support  
Educational  
Achievement  
For All

### VALUES

Excellence  
Innovation  
Respect  
Aspiration



At Open Awards, our **learners' aspirations** are at the heart of what we do.

As a not-for-profit organisation and a registered charity, we are all passionate about our organisation's mission to **change lives through learning**.

This manifests in our flexibility and creativity when it comes to working with our providers and learners. We know our providers want to support their learners to **achieve the very best outcomes** and, as a small team, we pride ourselves on having the **flexibility, knowledge** and **passion** to react quickly and intelligently to individual **learners' and employers' needs**.

#### Open Awards seeks to:

- improve education and training opportunities for learners;
- ensure flexibility of learning opportunities;
- provide progression opportunities; and
- provide and enhance equality of opportunity in all aspects of the learning environment.

## Who are Open Awards?

We are an Awarding Organisation approved by Ofqual and an Access Validating Agency approved by the Quality Assurance Agency for Higher Education (QAA). We provide Ofqual regulated qualifications and units across a range of sectors, QAA Access to Higher Education Diplomas and also offer bespoke quality endorsed units and flexible learning solutions. We also support the delivery of traineeships, apprenticeships and supported internships and are an end-point assessment organisation approved by Education and Skills Funding Agency (ESFA). Our qualifications and units are used across a range of education settings including Further Education, schools, sixth-form colleges, prisons, private training providers and third sector organisations.

To explore what we offer further, watch our short video below.



## Open Awards Services

Open Awards offers a high-quality accreditation and certification service for education and training. We are committed to offering:

- Value for money, including reasonable recognition and certification charges and a not-for-profit ethos.
- Contact with knowledgeable and responsive staff, who have curriculum expertise and offer detailed professional support.
- Access to a network of education and training organisations.
- An efficient administrative and certification service, with clear service standards.
- A commitment to promoting wider access to learning, equality of opportunity and recognition of achievement.
- Access to a comprehensive range of services, support workshops and training.

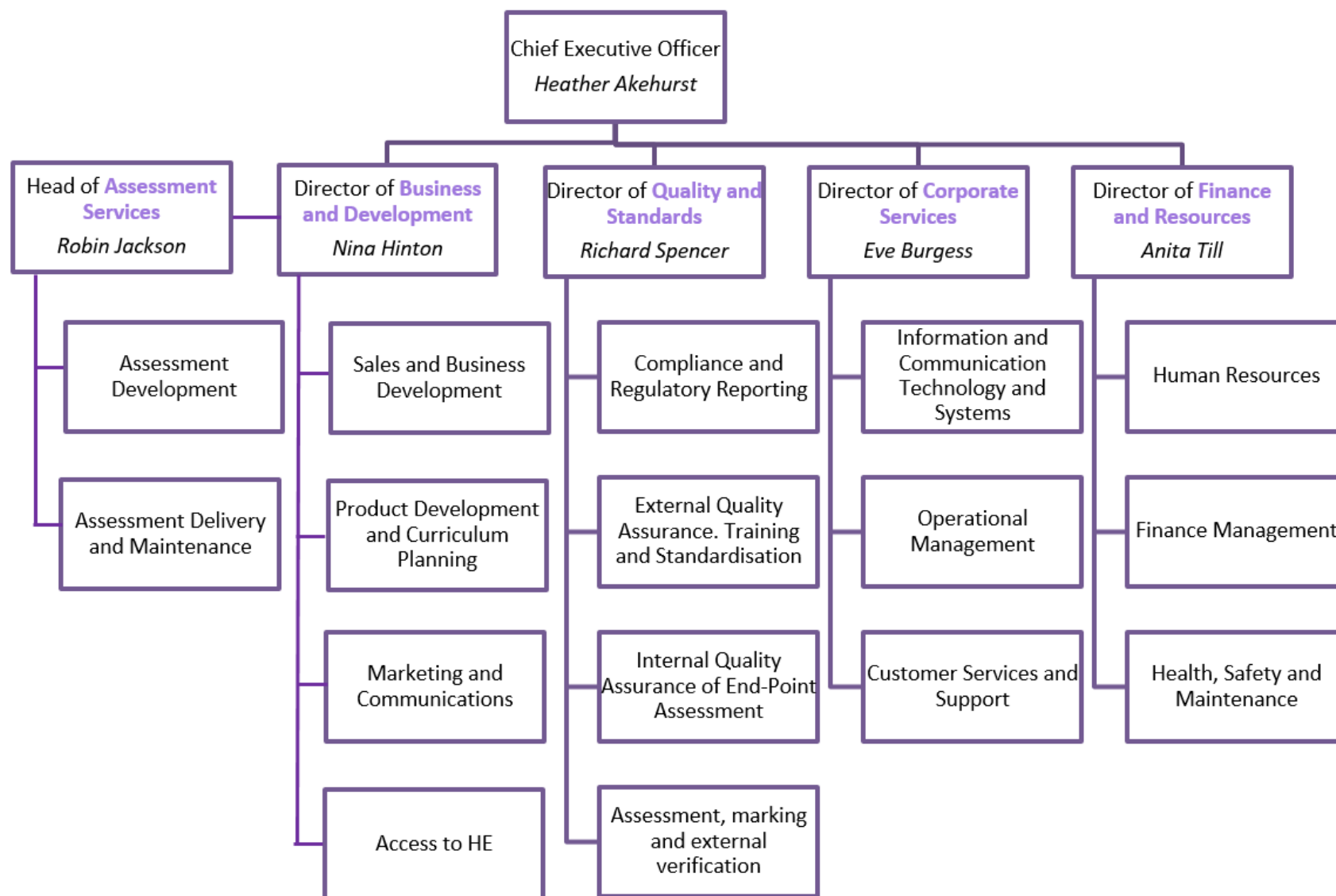
In particular Open Awards offers access to:

- Full advice and support for Open Awards accreditation, units and qualifications.
- A bank of approved units of achievement and qualifications.
- Staff development activities and curriculum forums to support networking, good practice and collaboration, and a range of specific training activities.

## Meeting the Team

The role you are applying for is based within the Business and Development team.

We are a small organisation and encourage all teams to work together across the wider structure. As such you will be working, on a daily basis, with a wide range of colleagues across the team structure.



## How to Apply

To apply for this role, please complete the application form together with a supporting statement outlining how you meet the criteria for the post (max two sides A4).

Completed forms should be returned to:

Robin Jackson  
Open Awards  
Estuary Commerce Park,  
17 De Havilland Drive  
Speke  
Liverpool

Email application to:-  
[nina.hinton@openawards.org.uk](mailto:nina.hinton@openawards.org.uk)

The **closing date** for applications for the post is Friday 27<sup>th</sup> May. We may close the advert early if we get sufficient applicants.

## Equality and Diversity

Open Awards is committed to making the recruitment process as fair as it can be. We want our workforce to reflect the diverse customer and learner base we support and we continue to work to create an inclusive culture where everyone is valued for who they are and the contribution they make to our mission and vision.

Our recruitment, selection, and assessment process is based entirely on skills and competencies of the specific roles. We judge the application, not the person.

We are a disability confident employer; if you have a disability and your application meets the minimum criteria for the post, we guarantee you will be interviewed.



## Job Description

<b>TITLE OF POST:</b>	Remote Invigilator
<b>RESPONSIBLE TO:</b>	Assessment Coordinator
<b>SALARY:</b>	£18,000
<b>STATUS:</b>	Full-time (35 hours per week), (flexible working pattern including evenings and weekends)
<b>LOCATION:</b>	Remote / home-based

### FUNCTIONS OF THE POST:

- To invigilate online assessments undertaken under controlled conditions – for Functional Skills and other qualifications and End-point assessments
- To support in the review of guidance, training and standardisation relating to remote invigilation and assessment
- To provide administrative support to Assessment and Development teams as required

### MAIN DUTIES AND RESPONSIBILITIES:

1. Remotely invigilate online assessments undertaken under controlled conditions in line with Open Awards guidelines
2. Complete Open Awards documentation in relation to online assessments in a timely manner
3. Upload evidence, including video recordings, to Open Awards systems in a timely manner
4. Provide support to learners before, during and after online assessments as required, in line with Open Awards guidelines
5. Provide cover for other invigilators at short notice
6. Support other invigilators with problem-solving during assessments, including signposting to appropriate colleagues as required
7. Identify improvements to processes to support Open Awards Assessment and Quality Assurance teams
8. Support the review of training and guidance materials for remote assessors and invigilators
9. Contribute to training and standardisation events for remote invigilators/ assessors

### General Responsibilities

10. Manage own performance efficiently to ensure service standards are met
11. Support the colleagues in the administration of Open Awards online assessments
12. Maintain up to date and accurate records of activities in Open Awards database and systems in accordance with policies and procedures
13. Work with other members of the Open Awards team to co-ordinate activity
14. Carry out any other duties as specified, from time to time by the Management Team

15. Support the organisation's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken.
16. It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Open Awards policies, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, Open Awards Health and Safety policy, and the Mission, Vision and Values of Open Awards

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Job Description – New January 2022

## Person Specification

Criteria	Knowledge and Skills	Essential/ desirable criteria
<b>Qualifications and Training</b>	<ol style="list-style-type: none"> <li>Level 3 Qualification or above.</li> <li>English language qualification at Level 2 or above.</li> </ol>	Desirable Essential
<b>Experience</b>	<ol style="list-style-type: none"> <li>Experience of invigilating assessments.</li> <li>Experience of working with and applying IT systems to achieve efficiency e.g. use of database systems spreadsheets and other Microsoft Office products in a range of contexts and for a range of purposes.</li> </ol>	Essential Essential
<b>Skills/Abilities</b>	<ol style="list-style-type: none"> <li>Confident in using technology for communicating (e.g. video-call and conference-call software)</li> <li>Ability to monitor workloads and deliver to agreed service standards.</li> <li>Ability to work to tight/fixed timescales, prioritise work, meet deadlines and have excellent time management skills.</li> <li>Excellent communication and interpersonal skills.</li> <li>Excellent customer service skills.</li> <li>Problem-solving skills.</li> </ol>	Essential  Essential  Essential Essential Essential
<b>Commitment</b>	<ol style="list-style-type: none"> <li>A commitment to Equality &amp; Diversity.</li> <li>Commitment to data protection principles, including the need to maintain confidentiality.</li> <li>An understanding of and a personal commitment to the Vision, Mission and Values of Open Awards.</li> <li>Commitment to Customer Service.</li> </ol>	Essential Essential  Essential Essential
<b>Other</b>	<ol style="list-style-type: none"> <li>Be adaptable, flexible and open to change.</li> <li>Willingness to undertake staff development activities.</li> </ol>	Essential Essential