

# Job Vacancy Information Pack

## Remote Invigilator

Subject to review - Initially fixed term until 31st November 2022

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 Kayleigh Robinson, Assessment Delivery Manager, on [kayleigh.robinson@openawards.org.uk](mailto:kayleigh.robinson@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.

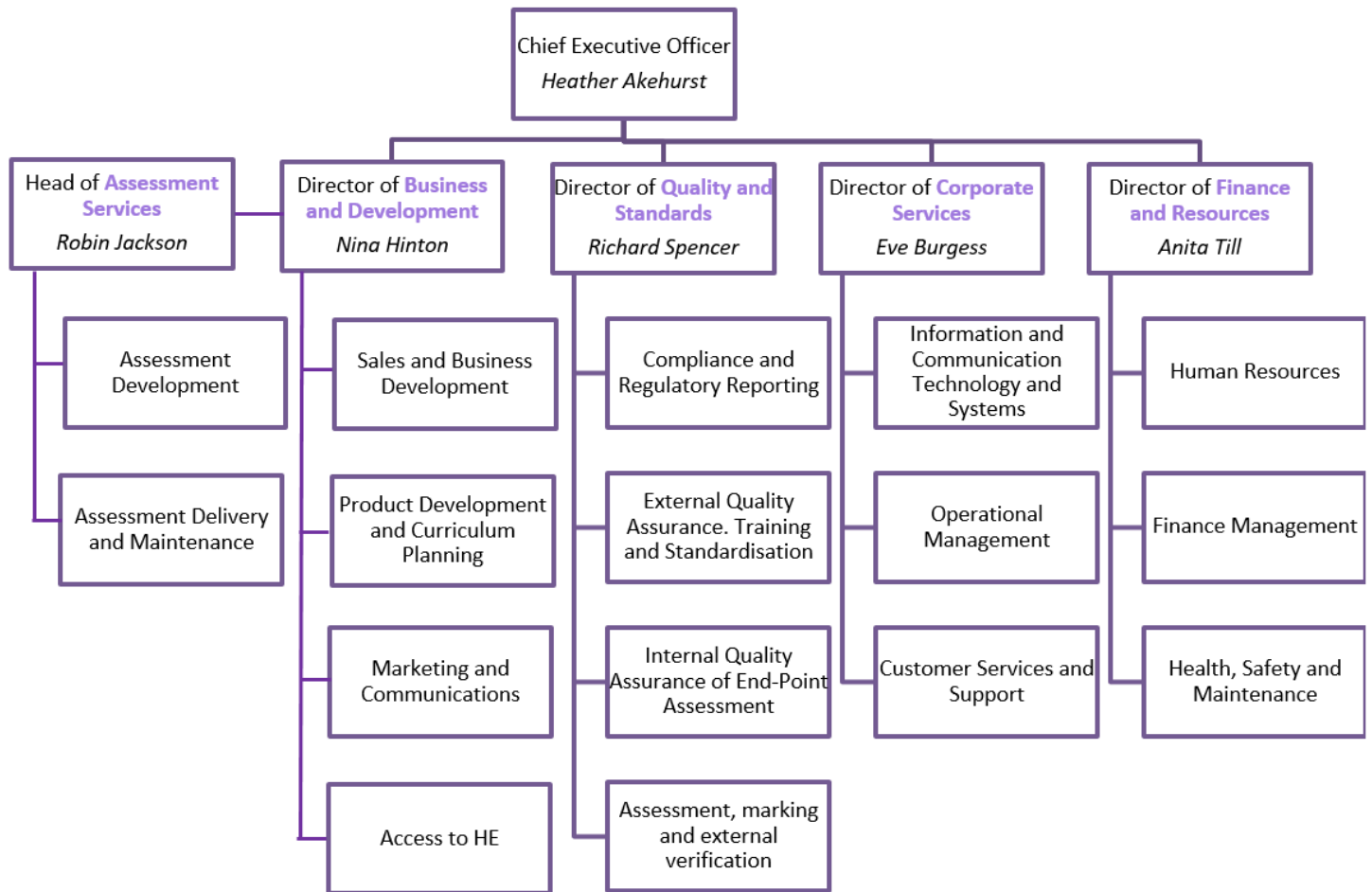
In particular Open Awards offers access to:

- 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.

## Meet the Team

The role you are applying for is based within the Assessment Services 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:

FAO Kayleigh Robinson  
Open Awards  
Estuary Commerce Park,  
17 De Havilland Drive  
Speke  
Liverpool

Email application to:

[kayleigh.robinson@openawards.org.uk](mailto:kayleigh.robinson@openawards.org.uk)

The **closing date** for applications for the post is 12 noon Monday 19th September 2022. 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 Delivery Coordinator
<b>SALARY:</b>	£18,360
<b>STATUS:</b>	Subject to review - Initially fixed term until 31st November 2022 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

### **Open Awards Mission, Vision and Values**

#### **Our Vision is:**

To change lives through learning.

#### **Our Mission Statement is:**

To support educational achievement for all learners.

#### **Our Values are:**

- Excellence: To exceed standards in all we do, inspire excellence in our staff, centres and learners, and deliver a personalised customer service that surpasses expectations.
- Respect: To foster a culture of respect and inclusiveness, being receptive to each other and customers, and acting with integrity.
- Innovation: To listen, learn, discover and develop; to respond effectively to and invest in our staff, centres and learners.
- Aspiration: We strive to be visionary and influential.

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 reviewed – August 2022

# Person Specification

**Post Title:** Remote Invigilator

Criteria	Knowledge and Skills	Essential/ Desirable Criteria	Evidence source*
<b>Qualifications and Training</b>	1. Level 2 English	Desirable	AF & Q/C/R
<b>Experience/ Knowledge</b>	2. Experience of developing and maintaining customer relationships.	Desirable	AF & I
	3. Experience of working in an adult/ further education environment.	Desirable	AF & I
	4. Experience of working remotely and contributing to video conferencing meetings.	Essential	AF & I
<b>Skills/ Abilities</b>	5. Ability to build strong relationships with customers and colleagues.	Essential	AF & I
	6. Ability to comply with processes and procedures.	Essential	AF & I
	7. Ability to discuss and make clear systems and processes to customers.	Essential	AF & I
	8. Strong organisational skills.	Essential	AF & I
	9. Ability to represent Open Awards in discussions with customers and other stakeholders.	Essential	I
	10. Strong verbal and written communication skills.	Essential	AF & I
	11. Self-motivated and able to use own initiative.	Essential	AF & I
	12. Ability to identify and solve problems and suggest solutions.	Essential	AF & I
	13. Keen eye for detail.	Essential	AF & I
	14. Be ICT literate using Microsoft Office and Outlook in a range of purposes.	Essential	AF & I
<b>Commitment</b>	15. Commitment to Equality & Diversity.	Essential	I
	16. An understanding of and a personal commitment to the Mission, Vision and Values of Open Awards.	Essential	AF & I
	17. Commitment to customer service.	Essential	AF & I
	18. Commitment to undertake staff development activities.	Essential	I
<b>Other</b>	19. Adaptable, flexible and open to change.	Essential	AF & I
	20. Suitable, secure and reliable internet connection.	Essential	I
	21. Declare any conflicts of interest that could impact on the role.	Essential	I
	22. Appointment subject to Basic DBS Disclosure.	Essential	I

\* Likely evidence source/ method of assessment:

AF = Application form      I = interview      Q/C/R = Qualifications/ Certificates/ Professional registration