

## Apprenticeship Invigilator

**Contract term: Permanent, Full-Time**

**Hours: 37 hours**

**Location: ACT Head Office & Cardiff Skills Centre, Ocean Park House**

**Salary: £18,943 rising to £19,800 per annum pro rata**

**If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!**

### Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

### What you'll do:

We are looking for a passionate individual to invigilate exams and assessments across a range of qualifications, liaising with other departments to ensure all awarding organisation requirements are met. In addition, you may be required to complete administration duties as set by the Apprenticeship Support Manager.

The role is based at ACT's Head Office & Cardiff Skills Centre, Ocean Park House and fits within the Apprenticeship Admin Team reporting to the Apprenticeship Support Manager.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

### What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Car uplifts (where applicable)
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

## What you are responsible for:

- Invigilating exams and assessments across a range of apprenticeship qualifications.
- Undertaken invigilation's across all ACT centers and employer workplaces when needed.
- Ensure that all Awarding organisation requirements are met for invigilation sessions.
- Liaise with qualification's manager to ensure up to date current invigilation processes.
- Undertake training to ensure invigilation activities remain in accordance with JCQ ICE.
- General administration duties as set out by the Administration Support Manager.
- Ensure that learners are registered for the correct ES qualification before booking assessments.
- Booking assessments and downloading invigilation pack.
- Correct storage and maintenance of learner data and records both digital and hardcopy.
- Build positive and collaborative relationships with learners, colleagues, employers and others as appropriate.
- Enable learners to share responsibility for their own learning/assessment and empower them to set challenging goals and targets and to evaluate their own progress.
- To adhere to and promote ACT's environmental and sustainability practices.
- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- Any other duties as requested by your Coordinator or Manager, which may be necessary from time to time.

## Personal and other duties and responsibilities:

- Demonstrate dignity, courtesy and respect towards others.
- Critically reflect on own values, knowledge and skills to improve learning.
- To actively keep updated with the company's services and programmes.
- Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display ACT core values at all times.

## Person Specification

### What we are looking for:

	Assessment Method		Essential	Assessment Method		Desirable
<b>Experience</b>	<b>A</b>	Application/Interview	One-year office experience	<b>A</b>	Application/Interview	Experience of invigilation
	<b>B</b>	Application/Interview	Customer service experience	<b>B</b>	Application/Interview	Presentation skills
<b>Qualifications &amp; Knowledge</b>	<b>A</b>	Application/Certificate verification	3 GCSEs Grade C or above	<b>A</b>	Application/Certificate verification	Business administration qualification or customer service qualification.
	<b>B</b>	Application/Interview		<b>B</b>	Application/Interview	Knowledge of awarding organisation requirements
<b>Skills &amp; Attributes</b>	<b>A</b>	Interview	Creative and passionate for training/learning	<b>A</b>	Interview	Welsh speaker
	<b>B</b>	Interview	Excellent problem-solving skills			
	<b>C</b>	Interview	Proven track record of meeting targets			
	<b>D</b>	Interview	Excellent written and verbal communication skills			
	<b>E</b>	Interview	Well organised			
	<b>F</b>	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	<b>G</b>	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	<b>H</b>	Interview	Team player with ability to work on own initiative			
	<b>I</b>	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
<b>Personal Qualities</b>	<b>A</b>	Interview	To uphold ACT Values			
<b>Other</b>	<b>A</b>	Interview	Full Driving license			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=20210-80A72E07-39BF-4678-9445-9371C2B4BDED>

**INVESTORS IN PEOPLE™**  
We invest in people Platinum  
Rydym yn buddsoddi mewn pobl Platinwm

