

Ysgol Emrys ap Iwan

Examination Invigilator

November 2022 start.

Salary: **Working Pattern:** Flexible Hours, Temporary
Hours: As and when required – casual contract
Salary: £10.88 per hour to include enhanced holiday pay.



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Headteacher's welcome message



I would firstly like to thank you for your interest in the post of Examinations Invigilator at Ysgol Emrys ap Iwan. The purpose of this information is to help you get to know more about our school and help you to decide if this is the right post for you.

Ysgol Emrys ap Iwan is an English Medium 11 –18 foundation school in North Wales. We are a school committed to the success of all our learners. Our motto 'Dare to achieve' summarises our desire for all to aspire for success. The school is a TEEP Training School working with the SSAT on the TEEP methodology for learning and teaching.

We are a thriving mixed ability secondary school situated in the town of Abergele. The school serves a community of relatively high deprivation, this just makes the success of our work even more important. The school has excellent links with its feeder Primary schools and is committed to the development of the school and the community.

The school has been on a significant improvement journey and is not complacent about the next stages of its development. The school was inspected by Estyn in summer 2022. We want to ensure that every learner in our school achieves their potential. We want every learner to be able to take their place as a member of the global community.

Our learners are fantastic and our greatest asset. They represent a truly comprehensive intake in terms of ability and preparedness for learning. They are committed to their learning and they are striving to succeed. We also have a very talented team of teaching and support staff who support and challenge every learner to be the best that they can be.

Ysgol Emrys ap Iwan is a great place to work. It is challenging, focused on teaching and learning and dedicated to the well-being of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our learners. We know that our school can only be as good as the workforce within it.

The school is at an exciting stage of development within the changing educational landscape in Wales. If, prior to submitting an application, you would like to see for yourself why we believe Ysgol Emrys ap Iwan is a great school in which to work, then please contact us for a visit.

Yours faithfully

Sue Williams
Headteacher



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Job Advert



The governors wish to appoint an enthusiastic and committed Examination Invigilator. Applicants should, ideally have experience in working in a school environment. They must be flexible and adaptable as the examination seasons are published at intervals throughout the year and the dates and times of examinations can vary from season to season.

Job Purpose:

- Be present in the exam room in accordance with the timetable for the exam
- Supervising the entry and seating of candidates
- Making exam announcements to candidates
- Distribution and collection of exam papers and scripts
- Completing exam registers
- Ensuring late candidates are briefed, seated and allowed to partake in the exam with minimal fuss
- Supervising candidates in a quiet and unobtrusive manner
- Responding to candidates' queries in accordance with exam regulations
- Supervising any candidate who may need to leave the exam room
- Act in a professional manner at all times and maintain confidentiality of information
- Attend exam meetings and training when required
- Concluding exams in accordance with exam procedures
- Ensuring the security of exam papers and scripts

We can offer you

- A school on an improvement journey committed to ensuring the best for all our learners and members of the school community.
- A school which is well resourced.
- A governing body who are supportive of the direction the school is taking.
- A school open to new ideas.

For further information please contact:

Ms M E Kelly: staff.mek@emrysapiwan.conwy.sch.uk

Information can also be downloaded from the school's website.

Completed application form and letter should be addressed to Mrs S Williams, Headteacher and the closing date for applications is midday on Thursday 6 October 2022. Interviews to take place the week beginning Monday 10 October 2022.

Ysgol Emrys ap Iwan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are an Equal Opportunities employer. The successful applicant will be required to provide an enhanced DBS disclosure.

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Person Specification

Qualification	Essential	Desirable
Appropriate qualification or equivalent experience, including level 2 (GCSE/ O Level or equivalent) in English and Mathematics	Y	
Good numeracy and literacy skills	Y	

Experience	Essential	Desirable
Experience of working with relevant age groups within a learning environment		Y
Experience of working with children with additional learning needs.		Y
Experience of general clerical/administrative work.	Y	

Knowledge of	Essential	Desirable
Ability to work as part of a team and form good relationships with other colleagues	Y	
Good communication skills	Y	
Ability to work with minimum supervision but well defined guidelines	Y	
To be able to form good relationships with the children	Y	
Ability to maintain confidentiality over matters relating to the school, learners, staff or parents	Y	
To be able to take charge of maintaining acceptable behavioural standards	Y	
Ability to stay calm and be patient and understanding when dealing with the children	Y	
To be prepared to act on feedback and communicate promptly with staff as Appropriate regarding children's welfare/needs	Y	
To be able to deal fairly and consistently when dealing with the children	Y	

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Person Specification

Knowledge of	Essential	Desirable
An understanding of invigilator team roles and responsibilities		Y
To be able to ensure the health and safety of all learners at all times and Following processes for reporting incidents	Y	
Knowledge of relevant policies and codes of practice and awareness of relevant legislation		Y

Interpersonal and Communication Skills	Essential	Desirable
Confidentiality	Y	
Ability to communicate clearly both in writing and orally	Y	
Ability to understand roles of parents and carers in learners learning and Demonstrate ability to liaise with them sensitively and effectively	Y	
Ability to observe, monitor and provide constructive feedback on learner's progress		Y
Ability to relate well to learners and adults	Y	
Ability to successfully complete first aid training as required		Y
Ability to work constructively as a team, understanding school rules and Responsibilities and the post holder's position within these	Y	
Reliable	Y	
Common Sense Approach	Y	

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Safeguarding Young People

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:
 - a. An enhanced DBS disclosure;
 - b. Checks of professional status (GTCW; QTS etc.);
 - c. Confirmation of professional qualifications;
 - d. Receipt of strong references (if not received by the time of interview); and
 - e. Medical clearance

2. We only accept applications completed on the Ysgol Emrys ap Iwan. Please do not send CVs or open testimonials. More detail about the content of applications is provided in this pack.

3. Please ensure that application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. When seeking references, we will request information about your suitability to work with children.

6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily

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Procedure for Application

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees, and submit a **concise** letter of application within the application form. This should be typed or word-processed and should include the following information:

1. A brief outline of what you have achieved in your present post
2. A statement about why you want this job.
3. An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within the information sent to candidates.

Candidates are kindly requested not to submit a CV instead of the application form. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to Mrs Sue Williams (Headteacher), to arrive **no later than midday on Thursday 6 October 2022**. Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. Please note that we will only consider applications submitted on the school's application form.

Interviews will take place during the week commencing **Monday 10 October 2022**. If you have not heard from us by the end of **October 2022**, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange informal visits for prospective candidates before short-listing has taken place, also if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Ms M E Kelly, Administration Manager.

Tel: 01745 832287

Fax: 01745 826268

E-mail: staff.mek@emrysapiwan.conwy.sch.uk

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