



Examinations Invigilator

The Governors are seeking to add to our existing team of Examination Invigilators.

The role will include the following types of duties:

- assisting with setting-up examination venues by laying out stationery, equipment and examination papers in accordance with strict procedures
- invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- collecting and collating scripts at the end of the examination in accordance with strict procedures

The position will be paid at point 11 of the Local Government Pay Scale (£10.65 per hour), on an ad-hoc basis. Previous experience is not essential, and full training will be given.

If you are interested, please contact our Examinations Officer, Gemma Lee on 01492 518215 or via email at gsl@brynelian.conwy.sch.uk

Applications should be made by application form and supportive letter (via email or post), outlining the applicant's suitability for the role, to Ms. G. Lee, Examinations Officer, by the closing date of 7th December 2018