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Waunfawr
Aberystwyth
Ceredigion
SY23 3AW

February 2024

Dear Applicant,

Thank you for expressing an interest in the post of exam invigilator at Ysgol Penglais School. You will be joining the school at a very exciting time as we live our vision for Penglais in the future.

'Ysgol Penglais School is a happy, ambitious and high-achieving school where everyone is 'respected and valued'. We are working hard with staff, students, parents and the governing body to ensure that Ysgol Penglais School becomes the school that our students and community deserve. We are continually working to achieve the highest standards of student achievement, behaviour and teaching and learning. Our recent GCSE results show significant improvements with 33% of all grades awarded at A*/A and 80% at A* - C.

We have an experienced body of staff who work hard and maintain a supportive and friendly ethos. Our students want to achieve more than they thought possible and want to be challenged and supported to do so. There are many different needs within the school and the ALN department work hard across the school to support students when needed. The 6th form is very strong with nearly 300 students, achieving excellent results again this year.

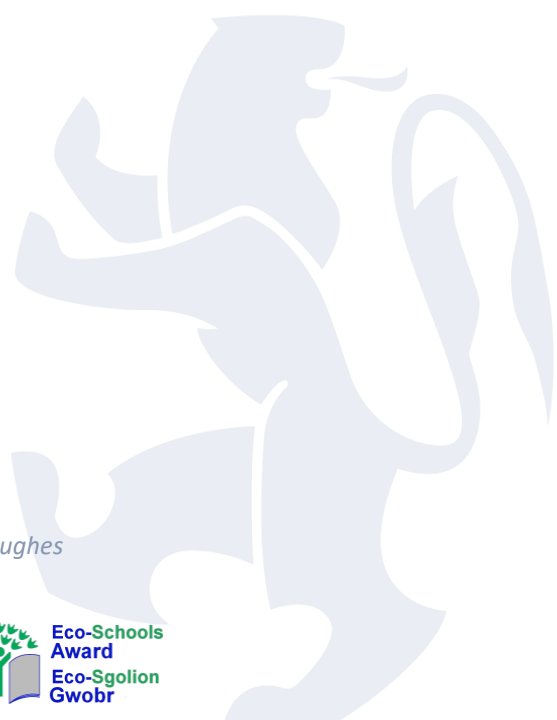
By joining Ysgol Penglais School, you will be supported professionally to achieve excellence in your role. I can promise you a demanding but ultimately rewarding experience as we move forward to becoming an excellent school.

The enclosed information gives you a snapshot of the school. If you would like further information, please contact Helena Clements by email at hcl@penglais.org.uk, or on 01970 624811. I look forward to receiving your application.

Yours sincerely

Mair Hughes
Pennaeth/Headteacher

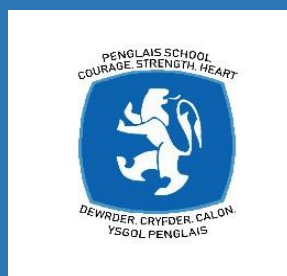
Pennaeth / Headteacher:- Ms Mair Hughes





PENGLAIS SCHOOL'S VISION: Striving for Excellence

Ysgol Penglais is a happy, ambitious, diverse and high-achieving school where everyone is respected and valued. We are a strong, actively inclusive community, where everyone cares for each other. By developing our independent skills and working with staff, families and others in our community we will achieve and become our very best. The school is vibrant with students and staff co-operating, learning, thinking and working hard. We empower students to take on challenges and recognise that this is key to their individual growth. By developing confidence, resilience, bravery, independence and acceptance, our students will become responsible citizens of their communities, Wales and the world.





PENGLAIS SCHOOL VALUES

Being respectful and kind

Being ambitious and resilient

**Developing independence,
confidence and responsibility**

**Embracing diversity and
celebrating success**

**Being proud and active citizens in
our communities**





Please read these notes before completing the application form

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email.
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by telephone or email
- Please submit your application form by 12 midnight by the date below to hcl@penglais.org.uk
- You will be asked to sign a hard copy if you are appointed
- Ysgol Penglais School is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.



Exams Invigilator Grade 2, SCP 2; £22,366 (Hourly pay £11.59 per hour) on a relief contract

We seek to appoint Exams Invigilators to work closely with the exams office staff to ensure that all rules and regulations relating to the conduct of exams are strictly applied. The hours will be variable and the main times of the year for exams are November/December and April, May and June.

Ysgol Penglais School has much to offer:

- a rapidly improving school with good relationships between staff and students
- a commitment to the professional development of all its staff to become outstanding teachers and leaders
- access to the bustling university town of Aberystwyth
- located on the beautiful Ceredigion coast, an area of natural beauty

For further details please contact Phil Jones (Exams Officer) on 01970 621140 or email pjj@penglAIS.org.uk

Ysgol Penglais School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates must be willing to undergo Enhanced DBS and other checks appropriate to the post.

Ysgol Penglais School is an equal opportunities employer.

Closing date: 06/03/2024

Interviews: To be confirmed



Job Description – Exams Invigilator

Job title: Exams Invigilator
Salary grade: Grade 2, SCP 2; £22,366 (Hourly pay £11.59 per hour) on a relief contract
Accountable to: Exams Officer

Core Purpose:

- To work closely with the exams office staff to ensure that all rules and regulations relating to the conduct of exams are strictly applied and to deal with any examination irregularities in accordance with procedures.
- Attend an annual training course to be aware and understand the exam rules, regulations and procedures
- To ensure a calm environment which will allow students the best possible opportunity to be successful in their exams.
- To contribute to the safeguarding and promotion of the welfare and personal care of students.

Key accountabilities	Key tasks
<p>To work closely with the exams office staff to ensure that all rules and regulations relating to the conduct of exams are strictly applied and to deal with any examination irregularities in accordance with procedures.</p>	<ul style="list-style-type: none"> • Arrive on time for the exam session. • Assisting with setting-up examination rooms by carefully laying out examination papers, in accordance with strict procedures, stationery, equipment and checking that the correct start and end times are displayed at the front of the exam room. • Ensure that students are aware they are under strict exam conditions upon entering the exam room. • Assist in checking that students do not have any unauthorised materials in the exam room. • Assist in checking that all students have the correct exam papers and equipment and resolve any problems with this carefully before the exam starts. • Check the attendance of students before the exam starts and report any missing candidates to the person starting the exam. • Deal with any late students, ensuring they are briefed, seated and start with minimal disruption to other students. • Actively supervise students in a quiet and unobtrusive manner, ensuring the rules and regulations of the conduct of exams are fairly applied. • Respond to student queries in accordance with exam regulations and distribute additional paper/equipment as required • Escorting candidates from the exam room during the exam as required, and supervising candidates whilst outside the examination venue. This can include taking students who have used a word processor in the exam to have their work



	<p>printed off, as well as supervising students who have an 'exam clash'</p> <ul style="list-style-type: none"> • Assist in the collecting and collating of scripts at the end of the examination. • Assist with the orderly dismissal of students leaving examination venues, ensuring that students do not remove equipment or stationery from the venue without authorisation. • If required, assist in the return of bags and coats to Year 10 and 11 students at the end of an exam. • Assist in checking exam scripts against the attendance register, helping make sure student details on the front page of answer booklets have been completed correctly before sealing the exam envelopes. • Ensure that the exam room is left in a tidy condition and ready for the next exam session. • Return all completed scripts and spare exam papers to the exams office. • Assist exams office staff in the postage of exam script envelopes. • Ensure timesheets for work carried out are accurately completed and submitted in a timely manner ready for payment to be processed.
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year but may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification – Exams Invigilator

Qualifications	<ul style="list-style-type: none"> • Not applicable
Experience	<ul style="list-style-type: none"> • Previous experience desirable but not essential
Knowledge and Skills	<ul style="list-style-type: none"> • An ability to adhere to rules and regulations • Good organisational skills with attention to detail • To think clearly and make correct decisions in the event of an emergency in the exam room • To be able to work as a member of a team • Commitment to safeguarding the welfare of students. • Good communication skills
Personal qualities	<ul style="list-style-type: none"> • Literate & numerate to enable post holder to understand written instructions, chemical labels, work schedules. • Must be enthusiastic about the nature of the work. • Flexible attitude to work & able on instruction to vary work schedule. • Required to be physically fit & clean in dress & appearance. • Be aware of their responsibility towards Health & safety issues • Delivering a front-line service, the post holder must have due regards to promoting a positive profile for the School • The ability to speak Welsh is desirable, but not essential
Other	<ul style="list-style-type: none"> • Commitment to the school's ethos, aims and its whole community