

We are looking to add to our bank of Examination Invigilators. Invigilators work as part of a team to ensure exams are carried out according to the JCQ regulations.

The role would suit someone who is looking for casual hours during the exam periods. The main exam season is in May/June, as well as a small season in January. School internal exams take place in November and February.

Duties include-

- Assisting in the setting up of the examination room.
- Helping in the opening and distribution of question papers and other authorised materials to candidates.
- Supervising the orderly entry of students into the exam room and ensuring that they are seated according to the seating plan.
- Maintaining active invigilation throughout the exam.
- Collecting exam scripts and arranging in candidate number order.
- Maintaining security and confidentiality.

If you are interested in applying, please contact Mrs J Morris via the schools email - mailbox@ysgolbrynalyn.wrexham.sch.uk

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.