CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Examinations Invigilator**
Position Number:	**YCC0160**
JE Code:	**SCH73**
Service:	**Schools**
Location/Work Base:	**Ysgol Calon Cymru**

this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified

Grade:	**Grade 2** **Point 3** **£25,614 per annum pro rata** **£13.27 per hour**

Powys County Council currently applies a discretionary real living Wage supplement to all employees earning less than £13.45 per hour

Contracted hours:	**Relief hours**
Reporting to:	**Headteacher**
Responsible for:	None

Summary

About the role:

Ensures that examinations/tests are carried out in accordance with rules and regulations laid down by the awarding bodies. Works under the guidance of the examinations officer or senior member of teaching staff

If you have any questions about the role, please contact the school.

Your responsibilities will be:

Responsibility for people: The post has some impact on the well being of individuals or groups (i.e. physical, mental, social, health and safety)

Responsibility for staff: The post has no (or limited) responsibility for supervising other staff although may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees

Responsibility for budget: The post has no (or limited) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc

Responsibility for physical resources: the post has no (or limited) direct responsibility for physical resources other than the handling and careful use of equipment e.g. PC/photocopier, test/examination papers

- Ensure that pupils do not bring coats, bags and unnecessary equipment into examination room (including mobiles etc)
- Ensure that pupils/learners are appropriately equipped
- Ensure that pupils/learners are seated correctly
- Distribute papers to candidates
- Where required read out statement on rules to be followed
- If required give time checks during examinations
- Monitor progress of examinations and behaviour of pupils/learners
- Ensure examination starts and finishes at correct time
- Ensure collection of papers
- Liaise with supervising teacher over any special needs
- Alert supervising teacher over any issues which may arise
- Advise/guide pupils/learners where necessary (and allowable within the rules)

DBS:

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

Health and Safety Statement:

To co-operate with their employer and follow health and safety advice and instructions

Equalities Statement:

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the ‘Principal Responsibilities of the Job’.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- No previous experience necessary

Qualifications and Training

Essential

- No formal qualifications required
- Reasonable standard of literacy to be able to read instructions / rules
- Commitment to attend in-house training

Skills

Essential

- Good timekeeping and organisational and communication skills

Welsh language skills are desirable

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 29/11/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 30/11/2026 & 01/12/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on TBC

We wish you luck with your application.