Ysgol Gyfun Gymraeg Llangynwyd
Llangynwyd
Maesteg
CF34 9RW

Dysg...Dawn...Dyfodol

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Gwarchodwyr Arholiadau / Examination Invigilators

ar gyfer Mai-Mehefin 2017 / initally for May-June 2017

SCP 8 £7.19 yr awr/ SCP 8 £7.19 per hour

We are seeking to build upon our current team of invigilators by appointing additional dependable individuals to undertake the roles of examination invigilators during the school's external examinations season. Working hours are flexible but we expect the individuals to be available for work during school hours during the period May to June 2015. There may also be the opportunity to accept additional invigilating work throughout the year during periods of internal examinations and also external examinations held during November, December and January.

Relevant training will be provided to undertake the responsibilities of the position which will include:

- Supervising pupils sitting examinations
- Distributing relevant resources (e.g. paper, stationery etc).
- Starting and finishing examinations
- Distributing and collecting examination papers.
- Act appropriately following examination board rules in any cases of misconduct.

The successful inviduals must be:

- Punctual and dependable
- Willing to learn the regulations on invigilating examinations
- Flexible with working hours during the school day
- Able to follow and implement instructions
- Work accurately and carefully

There is no requirement for specific qualifications beyond the skills noted above.

If your are interested in supporting the school with this essential work, please download an application form from the e-teach website or contact the school (details above).

There is no specific closing date but I wish to appoint the invigilation team by the beginning of March 2017.

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Rydym yn bwriadu cynyddu ein tîm o warchodwyr arholiadau ysgol. Mae'r oriau gweithio'n hyblyg ond disgwylir bod yr unigolion perthnasol yn gallu mynychu yn ystod diwrnodau ysgol yn ystod y flwyddyn ysgol ond yn bennaf rhwng Tachwedd, Rhagfyr, Ionawr, Mai a Mehefin.

Darperir hyfforddiant perthnasol er mwyn diwallu gofynion y swydd a bydd y dyletswyddau'n cynnwys:

- Gwarchod disgyblion wrth iddynt sefyll arholiadau.
- Dosbarthu adnoddau perthnasol (e.e. papur, pensiliau ayb)
- Dechrau a gorffen arholiadau
- Dosbarth a chasglu papurau arholiad.
- Gweithredu gan ddilyn canllawiau'r bwrdd arholi mewn unrhyw achos o dorri rheolau.

Rhaid i'r ymgeisydd llwyddiannus:

- Fod yn brydlon a dibynadwy
- Ddangos bodlonrwydd i ddysgu canllawiau gwarchod arholiadau
- Fod yn hyblyg o ran amser gweithio yn ystod diwrnodau ysgol
- Fod yn gallu dilyn a gweithredu cyfarwyddiadau
- Ddangos gofal ar fanylder a chywirdeb

Nid oes angen unrhyw gymwysterau penodol heblaw am y sgiliau uchod.

Os oes diddordeb gennych mewn cynorthwyo'r ysgol gyda'r gwaith allweddol yma, lawrlwythwch ffurflen gais o wefan e-teach neu gysylltwch â'r ysgol (manylion cyswllt uchod).

Nid oes dyddiad cau penodol ond mae'n rhaid i ni apwyntio'r tîm gwarchod erbyn dechrau mis Mawrth 2017.