

Ar hyn o bryd mae Coleg Sir Benfro yn ceisio penodi Goruchwylwyr Arholiadau i gynorthwyo gyda goruchwyllo arholiadau yn ôl yr angen trwy gydol y flwyddyn academaidd.

Goruchwylwyr Arholiadau

Manylion Cyflog: £12.13 yr awr

Oriau Gwaith: Oriau Amrywiol, yn ystod cyfnodau arholiadau – Mai, Mehefin, Tachwedd ac Ionawr. Yn ôl yr angen

Math o Gontract: Achlysurol—tâl fesul awr

Cymwysterau: Addysg sylfaenol dda

Manylion:

Bydd angen i'r ymgeisydd llwyddiannus ddangos dull agos-atoch a phroffesiynol a bod â sgiliau rhyngpersonol a chyfathrebu rhagorol. Bydd gofyn i chi oruchwyllo arholiadau, gan sicrhau bod canllawiau a rheoliadau ynghylch cywirdeb a diogelwch y papurau a'r gweithdrefnau arholi yn cael eu dilyn. Felly, bydd lefel uchel o ddisgresiwn wrth drin data cyfrinachol ynghyd â'r gallu i gadw at ganllawiau caeth, yn hanfodol.

Darperir hyfforddiant goruchwyllo yn unol â gofynion y rheolydd.

Mae hwn yn gontract oriau amrywiol a chysylltir ag ymgeiswyr llwyddiannus i gadarnhau eu bod ar gael yn unol â'r amserlen oruchwyllo. Mae'r rôl hon yn gofyn am lawer o hyblygrwydd a bydd rhai misoedd yn brysurach nag eraill.

Mae Coleg Sir Benfro yn croesawu'r canlynol yn arbennig: ymgeiswyr sydd â sgiliau cyfathrebu llafar Cymraeg da / ymgeiswyr ag anableddau / Milwyr Wrth Gefn y Lluoedd Arfog / ymgeiswyr rhannu swyddi.

Mae'n ofynnol i holl weithwyr y Coleg ddiogelu a hyrwyddo lles plant ac oedolion agored i niwed.

Dyddiad Cau: Hanner Nos, Nos Sul 6 Mawrth 2022

Noder: Bydd gofyn i ymgeiswyr llwyddiannus gael archwiliad DBS manwl cyn dechrau gweithio (telir hyn gan yr unigolyn ar gost o £40).

Pembrokeshire College is currently seeking to appoint Exam Invigilators to assist in covering examinations as and when is needed throughout the academic year.

Examination Invigilators

Salary Details: £12.13 per hour

Hours of Work: Variable Hours. during the examination periods– May, June, November and January. As and when required

Contract Type: Casual- Hourly Paid

Qualifications: A good basic education

Details:

The successful applicant will need to demonstrate an approachable and professional manner and have excellent interpersonal and communication skills. You will be required to oversee and supervise examinations, ensuring that guidelines and regulations regarding the integrity and security of the examination papers and procedures are followed. Therefore, a high degree of discretion when handling confidential data as well as the ability to adhere to strict guidelines, will be essential.

Invigilation training will be provided in accordance with regulator requirements.

This is a variable hours contract and successful candidates will be contacted to confirm availability in line with the invigilation schedule. This role requires a great degree of flexibility and some months will be busier than others.

Pembrokeshire College particularly welcomes the following: applicants with good Welsh language verbal communication skills / Applicants with disabilities / Armed Forces Reservists / Job share applicants.

All College employees are required to safeguard and promote the welfare of children and vulnerable adults.

Closing Date: Midnight, Sunday 6th March 2022

Please note: Successful candidates will be required to undertake an enhanced DBS check prior to commencing work (this is to be paid for by the individual at a cost of £40).