



**MEADOW PARK
SCHOOL**



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Exam Invigilator	Salary: Grade 1
Location:	Meadow Park School	

Purpose of the Job

To assist with the invigilation of external and internal school exams.

Key Responsibilities

- Prepare exam halls and rooms, setting out candidate cards and distributing exam question papers.
- Supervise candidates during exams, assisting with seating candidates and ensuring that exam regulations for the conduct of exams are adhered to.
- Ensure that any instances of malpractice are brought to the attention of the Senior Invigilator, Exams Officer or a member of the Senior Leadership Team.
- Collect exam questions and answer papers, sorting into required order (i.e. either by alphabetical or by candidate number order).
- Supporting and supervising access arrangements.
- Undertake any other duties relevant to the grading of, and within the spirit of, the post.
- Undertake training as required.

Special Requirements

- This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.
- All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service (DBS).
- All duties and responsibilities must be carried out with due regard to FPMAT's Health & Safety Policy and Health & Safety at Work Act.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to FPMAT's Equal Opportunities Policy.
- Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.
- Post holder will be expected to comply with the School's Acceptable Use of ICT Policy.