**JOB DESCRIPTION**

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| 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 which may include being a reader or a Scribe
* 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.