**EXAM INVIGILATORS**

**Grade 1 £22,366 (£11.59 per hour)**

**Casual Hours to be agreed as required**

**Based at Meadow Park School, Abbey Road, Coventry CV3 4BD**

We are seeking to appoint enthusiastic and dedicated Exam Invigilators who are able to work on an as and when basis to cover exam sessions at Meadow Park School. The main examination period takes place between mid-May and the last week of June with other smaller sessions occurring in January and November. You will be responsible for the supervision of exams to ensure the proper conduct with regards to procedures, expectations and behaviour is adhered to at all times within the exam setting. **Full training will be provided.**

**Duties include:**

* Supervising students in exams
* Preparing exam rooms
* Distributing and collecting exam papers

**The ideal applicant will be:**

* Highly organised
* Vigilant and reliable
* Have excellent attention to detail
* Ability to remain calm

We are particularly interested in applicants who are available any day of the week (Monday – Friday) and have the flexibility to be called in at short notice. If you would like to have an informal discussion about the role contact Kolsuma Bibi, Examinations Officer on telephone 02476 302580 or e-mail [k.bibi@meadowparkschool.com](mailto:k.bibi@meadowparkschool.com)

Finham Park Multi Academy Trust is a growing organisation, which is currently made up of seven schools across Coventry and Warwickshire, of which Meadow Park School is one. The Primary and Secondary schools in Finham Park MAT set out to pioneer, innovate and deliver a “World Class” education for all.

At Meadow Park School we are committed to nurturing excellence, growing aspiration and thriving together. Meadow Park School strives to achieve excellent outcomes for young people, but also provides opportunities for them to be creative, innovative and to enjoy their learning.

Meadow Park was recently inspected by Ofsted and graded ‘Good’ for Attitude to Learning, Personal Development and Leadership (November 2023). The Lead Inspector noted in their report that:

*“Pupils, parents and staff all describe the significant improvements that have taken place at the school since the arrival of the new headteacher”;*

*“There is now a clear and ambitious vision evident from all leaders to improve the quality of education for all pupils”;*

*“The school is welcoming to all pupils and frequently described as caring and compassionate”.*

**Closing date: Wednesday 27 November 2024 at 9am**

**How to Apply**

Applications are submitted through our Every Candidate Portal. Click the link below to take you directly to the site.

<https://candidates.every.education/Vacancies/Details?advertKey=4cb58566-a563-44d7-a037-df96ed16d1dc>

Alternatively, you can click on the ‘application form’ on our careers website which will direct you to the application page.

To request any of the documents in an accessible format, or to request an application form via email please contact [apply@finhampark.co.uk](mailto:apply@finhampark.co.uk) or call 02477 180000 and select option 2 for HR.

If you are a new user to our portal, you can click on ‘Register’ to complete your candidate profile. If you want to apply directly for this role and not save your data for any future vacancies, you can click on the ‘Apply Now’ button at the bottom of the Every page.

For further information on this role and other opportunities within the MAT, please visit <https://careers.fpmat.co.uk>

**Finham Park Multi Academy Trust requires all applicants to be eligible to work in the UK with no restrictions as we are unable to offer sponsorship/work visas. You will be required to provide proof of Right to Work at interview stage and if you are offered a job position with us.**

Online Checks

In line with KCSIE (Keeping children Safe in Education) 2024 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application.

***Meadow Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be request to undertake an Enhanced Disclosure and Barring Service Check.***