

Job Description

Job title:	Examinations Assistant
Grade:	6 (points 12-15) pro rata (actual salary £15,154 - £16,056)
Hours:	1443 per annum in total. Flexibility essential. Core hours are term time 6.5 per day between 8.30am–3.30pm by negotiation. Holiday working during Easter/Summer Half Term/August results weeks. During the summer exam period (6 weeks) and the autumn mock exam period (2 weeks), some early starts of 7.00am and some late finishes up to 7.00pm will be required.
Responsible to:	Examinations Manager
Key liaison with:	Deputy Headteacher, Business Manager, Senior Administrator
Job purpose:	To assist the Examinations Manager in all aspects of the organisation of examinations and provide administrative and data inputting assistance as required.

Main activities and responsibilities:

- Administer school examinations in support of the Examinations Manager in line with JCQ regulations and exam board procedures.
- Invigilators: Specific responsibility to plan numbers of invigilators required for exams. Recruiting, interviewing and appointing invigilators and developing good working relationships. Formulating bi-annual training sessions in line with JCQ and DBS regulations.
- Plan and book invigilators for external and internal exams via advanced excel spreadsheet, email and text.
- Post Results: Administer post-results services to include updates for senior management. This will include review of marking requests and exam script recall.
- Take delivery of, prepare and issue high volumes of written examination papers to exam rooms, including associated paperwork.
- Co-ordinate packing of a high volume of completed exam papers (in conjunction with a small team of additional packers) for dispatch to exam boards within JCQ deadlines.
- Certificates: File and track certificates including the co-ordination of certificate issue sessions.
- Facilitate set up of exam rooms in accordance with JCQ regulations along with premises team.
- Specific responsibility for receiving and distributing exams office post, ordering stationery, managing invigilator exam packs and ensuring administrative arrangements in the exams office are well organised, including comprehensive filing systems.

- Coursework: Co-ordinate exam board procedures for outgoing and incoming coursework.
- Plan and record exam cycle key dates and deadlines via outlook and the school calendar.
- Book out rooms for all exams, mocks and online exams via outlook and the school calendar.

Other duties:

- Exams Process: Assist with entry processes, access arrangements, mock exam processes, seating of students, issuing timetables.
- Brief and assist invigilators on exam days and monitor exam rooms around the large school site.
- Invigilate exams when required.
- Input, maintain and manipulate relevant data using the school's Management Information System (BROMCOM), producing documents, reports and correspondence as required.
- Deal with secure and confidential information including exam board websites.
- Work as a team with the Exams Manager and various parties in school.
- Take part in professional development activities, some of which will be away from the school site.
- Deputise for the Examinations Manager as and when required.
- First Aid responsibility as required, for which full training will be given.
- Any other duties as reasonably requested by the Headteacher.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work will involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.