Job Description for Personalising Learning

Exam Assistant

You will work closely with PLTM and Data Assistant to

- Routinely deputise for Exam Manager in her absence
- Understand the Exam process and ensure deliveries of all exams are within agreed regulations
- Responsible for external exam entries collating entries from staff and inputting to system
- Responsible for running external exams CAT, GCSE, PTE, PTM and PTS producing seating plans and sharing as appropriate
- Check exam deliveries and store safely
- Responsible for booking invigilators and rooms for all exams
- Create exam timetable for individual sessions
- Assist teachers with requests for exam data in whatever format
- Maintain Integrity of data held within the College
- Plan and facilitate Internal Exams
- Keep Exam notice board up to date
- Assist other members of the team as work flow priorities necessitate
- Liaise with parents, pupils and staff regarding exams
- Any other duties in accordance with the grading of the post

The job description is subject to review and may be changed following consultation with the post holder.

It is expected that the post holder will attend appropriate and relevant training courses which will enhance the performance of the post holder as required by the College, at the College's expense.

The post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the school's financial regulations. This will involve complete monthly monitoring reports and where necessary liaison with the Business & Resources Manager.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the DBS.