

JOB DESCRIPTION

Examinations Assistant

Purpose of job: The Examinations Assistant will, in collaboration with the Examinations Officer, be responsible for the administration of all aspects of public examinations, ensuring day to day organisation and smooth running of the examinations arrangements.

Reports to: Examinations Officer/Headteacher

Duties will include:

Administration of public exam entries, assist with the following:

- Making examination entries on Awarding bodies websites
- Production and distribution of statements of exam entries for all exam candidates, collate returns and inform the Examinations Officer of any changes
- Withdrawal and addition of late entries
- Co-ordination of entries for resits

In preparation for the examination season, assist with the following:

- Production of public examination timetables for all of the students and distribute accordingly
- Identification of clashes on pupil exams timetables and notify the Examinations Officer for a resolution
- Ensuring that halls/rooms are booked for examinations and liaise with the Premises Team to ensure that appropriate arrangements are made
- Production of seating plans for public exams
- In conjunction with Human Resources ensure that we have the appropriate number of external invigilators employed
- Providing regular training for external invigilators
- Book the external invigilators for the exam season

During the examination season, assist with the following:

- Sending notifications and reminders to staff and students as necessary
- Ensuring that the examination hall/rooms are ready for exams, ie the distribution of examination materials
- Seating the pupils, checking for absentees and contacting parents if necessary
- Appropriately dealing with any problems that occur during the course of the examination season
- Ensuring that seating plans are up to date on a daily basis and amend as appropriate
- Packing of scripts and coursework, ensuring handover of post

Post Examination Services, together with the Examinations Officer:

- Be present during the examination results period during August to facilitate the distribution of results
- Print and prepare for the distribution of results on Results Day
- Check that all certificates are correct on arrival and return to Awarding bodies for amendment if necessary

General duties will also include:

- Proactive support to the Examinations Officer
- Deputise for the Examinations Officer in their absence
- Any other administration tasks in relation to the Examinations Office
- Ensuring that all external invigilators attend the appropriate training on a cyclical basis
- Assisting with projects as required

The duties in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required.

PERSON SPECIFICATION
Examinations Assistant

Attributes	Essential	Desirable	How Identified
Qualifications and Experience			
<ul style="list-style-type: none"> • Previous experience of working in an administrative role; • Previous experience of working in a school. 	•	•	Application Form & References
Knowledge			
<ul style="list-style-type: none"> • Knowledge of the examinations process within a school. 		•	Application Form & Interview
Skills			
<ul style="list-style-type: none"> • Ability to communicate effectively with 11-18 year old students; • Ability to work closely and productively with teachers and support staff; • Ability to communicate effectively with parents; • Excellent organisational skills, with a high level of efficiency and planning; • Excellent ICT skills (including Microsoft office); • The ability to work flexibly, using own initiative and prioritising effectively; • The capacity to work accurately under pressure with attention to detail. 	<ul style="list-style-type: none"> • • • • • • • 		Application Form & Interview
Personal Attributes			
<ul style="list-style-type: none"> • A genuine liking for young people; • Reliable; • Good health record; • A commitment to continuous professional development; • A commitment to upholding the values and policies of the school - particularly with regard to promoting the welfare of, and safeguarding, children. 	<ul style="list-style-type: none"> • • • • • 		Application Form References & Interview