St Bartholomew’s School



**Job Description**

Post: Examinations Assistant

Line Manager: Examinations Officer

Salary Range: SCP 11-15

**Job Purpose:**

To support the Examinations Officer (EO) in the management of effective and efficient administration of both internal and external examinations in accordance with Joint Council of Qualifications (JCQ) regulations and awarding body procedures.

To ensure that the school complies with JCQ regulations and awarding bodies requirements in regards to Access Arrangements and that the security and integrity of all examinations/assessments are maintained at all times.

Hours to be worked flexibly in association with the Examinations Officer.

**Principal Responsibilities:**

* Develop and maintain understanding of all the protocols/JCQ regulations associated with the delivery of examinations, with a special emphasis on access arrangements. All work needs to be completed in line with these protocols and regulations.
* Liaise with the SENCO to identify which separate room candidates will require particular levels of support/invigilation from within the Personalised Learning team. As part of this, the Exams Assistant will check that any materials are in place to support these students.
* Where students have specific requirements - modified papers, dictionaries, colour paper etc - the Exams Assistant will check that appropriate arrangements are in place.
* In advance of an exam season, the Exams Assistant will meet with students and confirm protocols and arrangements for students with separate room arrangements. Students can be grouped together for this process where appropriate.
* Access the information made available by the Personalised Learning team to create and maintain daily sheets in preparation for each exam season. These will itemise all of the detail (room/invigilator/requirements) for students with separate room arrangements. During the exam season, details may need to be adjusted and communicated to those affected. Details from the Daily Sheets will be posted up to assist students in navigating to current locations on exam days.
* With support from the Exams Officer, take responsibility for securing and training external invigilators for separate room candidates, maintaining contact and distributing schedules etc. A ‘roving invigilator’ will also be identified to support exams in progress.
* On the morning of an exam, to collect papers from the Exams Office, working within all the standard JCQ regulations, and to securely distribute these to the team of invigilators identified to support separate room candidates.

All of these functions will be informed by liaison with:

* the Examinations Officer to ensure all students are met and all invigilation arrangements are secure
* the SENCO to ensure that all requirements are met in full
* the Network Manager to ensure that any necessary IT provision is in place
* the Site team to ensure that accurate information about rooming, desk, technology, equipment (clocks) and other requirements are in place to facilitate examinations.

## the Site team to ensure that ‘Silence Please’ notices are in position.

For internal examinations, the Examinations Assistant will also have responsibility for coordinating any exams missed by students with separate room arrangements, liaising with parents, students and Heads of Department to coordinate, as necessary.

**OTHER SPECIFIC RESPONSIBILITIES**

* Liaise with teachers/HoFs to identify exam entry plans for Entry Level and/or Functional Skills. To enter and schedule students for these exams in liaison with the Exams Officer.
* Take responsibility for the administration (entries/certificates) of any Unit Level Awards delivered through Personalised Learning and/or Alternative Provision.

**WORKING WITH THE EXAMS TEAM**

During exam seasons, the Exams Assistant will work with the Exams Officer on various aspects of exam administration, updating exam registers and sorting candidate cards, packing up scripts, planning sessions in line with established seating arrangements etc.

* Actively support the Exams Officer and Leadership Team with regard to JCQ Inspections.
* Work with the Exams Officer and SENCO to ensure that access arrangement details within our exam policies are up to date and in line with JCQ regulations.
* Assist in managing unexpected issues and irregularities arising in public/practice examinations.
* Participate in a review process following each exam season to enhance policies and procedures resulting in best practice at all times.

#### Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are common occurrences and would not by themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



David Fitter

Headteacher

**Person Specification**

Post: Examinations (Access) Assistant

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| Key Criteria | Essential | Desirable |
| **Qualifications and Training** | * Good level of general education with strong numeracy, literacy and IT skills.
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| **Competence Summary**(Knowledge, abilities, skills experience) | * Excellent organisational skills.
* Ability to think and act on own initiative and work independently within guidelines programmes.
* Good level of interpersonal skills to communicate with people at all levels.
* High level of accuracy and attention to detail.
* Ability and confidence to engage directly with students.
* Ability to remain calm under pressure and adapt to unexpected issues.
* Level of understanding of how the exam system works within schools.
* High level of discretion and confidentiality.
 | * Previous experience is ideal but training will be provided.
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| **Work-related Personal Requirements** | * Flexible approach to tasks.
* Willing to work as part of a team.
* Ability to work under pressure.
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