



JOB DESCRIPTION – 2024

Job Title: Exams Assistant

Reports to: Exams Manager

Department: Exams

Hours per week: 15 hours per week, term time only, plus 170 additional hours during busy exam periods and results days.

Key Working Relationships

Exams Manager

Deputy Head: Academic

Heads of Section

Assistant Head: Director of Sixth Form

Assistant Head: Director of IBDP

SENDCo

Students

Parents

Job Summary

To proactively work with and deputise for the Exams Manager in partnership with the Deputy Head: Academic to ensure that all students and staff receive high levels of support in respect of examination administration for both internal exams and external. Ensure there is a systematic approach to the administration of exams and that the service meets quality standards, both outlined by JCQ guidance and internal policy and procedures.

Duties and Responsibilities

Deputise for the Exams Manager in their absence alongside the Deputy Head: Academic as well as be responsible for specific exam activities during the exam cycle and be able to carry out tasks both proactively and with support and guidance where required.

Administrative Support

- Provide timely and effective operation of administrative support to the Exams Manager in accordance with good administrative practice.
- Devise and maintain office systems to deal efficiently with paper flow, and the organisations and storage of paperwork, documents and computer-based information, actively seeking ways to reduce the amount of paper flow by investigating and exploring new ways of doing things. Ensure newly acquired knowledge is shared with all those involved with the Exams process.
- To be responsible for the production of mock and public exam seating plans using the MIS.

- Ensure a consistent approach and standards with regards to correspondence in relation to exams across the School both internal and external.
- To deal actively with telephone calls, enquiries and requests from staff, students and parents.
- Assist with the provision of up-to-date information for the School website or alternative central location.
- To ensure exams resources are kept up to date and supplies are ordered in line with the Departmental Budget.

Reports and Data

- Process all relevant reports liaising with staff to ensure a timely outcome and identify and implement smarter, more efficient ways of collating data.
- Ensure process is followed to collate conflict of interest data for reporting.

Liaison with Exam Boards

- Assist the Exams Manager in managing communication with examinations boards, parents, students and staff regarding exam processes and queries.
- Assist with processing applications for post results services and maintain records
- Maintain the security of examination material including the checking, logging and storing of the exam papers and certificates.

Exam preparation

- Ensure communication channels are in place with all stakeholders for example the Caretaking Team and IT.
- To ensure IT resources are prepared in advance of the exams, including clearing of laptop data and USBs and to be the main contact for identifying and agreeing the IT support/resources required in a timely fashion.
- Ensuring all invigilators are adequately trained on the IT devices and systems in preparation of the exam series.
- To produce student accurate exam cards in advance of exams and to securely destroy out of date information.
- To co-ordinate the safe dispatch of exam papers and ensure all despatches are logged and records maintained.
- Manage the relationship with the various couriers to ensure secure dispatch of exam papers.
- To co-ordinate the production of exam papers for internal exams having been provided with a Master and covering sheet. This will involve liaising with HODs and School Office.
- Liaise with the SENDCo to ensure processes are in place and followed to provide AAs for all relevant students.
- Under the supervision of the Exams Manager, ensure all entries are processed using the various Awarding Body portals. Adhere to the strict deadlines specified by the Awarding Bodies
- Assist with the timetabling and organisation of all examinations including booking rooms and invigilators and ensuring support staff and

equipment are provided to meet JCQ requirements. This includes all internal mock exams as well as public exams.

- Maintain appropriate records in accordance with JCQ regulations.

Invigilators

- Maintain records of invigilator availability and training records and keep the invigilators updated of new guidelines.
- Design and present specific training updates, e.g. 'How to invigilate an MFL listening exam'.
- Invigilate when required and/or act as Lead Invigilator.
- Distribute certificates once copied and scanned including those updated and amended. Make informed decisions about when to post certificates outside of the UK and when to store securely until collected. Maintain accurate records of unclaimed certificates as per the guidelines.
- Assist the Exams Manager with the collation and distribution of examination data from awarding bodies to the relevant departments within the School, using the data obtained from the Awarding Body portals.
- Ensure annual updates are made to the Invigilator manuals in accordance with JCQ guidance.

The postholder will be expected to attend the relevant training in order to be confident to deputise for the Exams Manager in their absence.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in

the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.