



Role: Exams Assistant

Location: O.8 – Full-time, Remote

Team: HQ

Line Manager: Exams Officer

Salary: £25,000 – £27,000 depending on experience

Shape the Future of Online Education

Do you believe that every young person deserves access to an exceptional education, regardless of geography, background, or personal circumstance?

At **Minerva's Virtual Academy (MVA)**, we are pioneering a new model of schooling – flexible, inclusive, and deeply personal. Since our launch in December 2020, we've become the **fastest-growing DfE-accredited independent online school in the UK**, transforming the way students aged 11–18 learn and thrive online. Our success has been recognised with multiple awards, and accredited memberships, such as COBIS and ISA.

Discover more about our innovative model, values, and vision at www.minervavirtual.com. There, you can explore our unique **Four Pillars** of education, meet our dedicated team of educators, and hear directly from the families whose lives have been transformed by our approach.

Any questions? We'd love to hear from you at: recruitment@minervavirtual.com

About the Role

We have a fantastic opportunity for an enthusiastic and dedicated person to help support our exam processes in this newly created role.

Reporting to the Exams Officer, and working closely with the External Exams Lead, Assistant Vice Principal Student Progress/Vice Principal Academic, you will work proactively to maintain the effective operations of both internal and external exams to ensure the end-to-end processes are delivered smoothly and efficiently in line with our policies, and with those of the relevant awarding/external bodies.

MVA is a registered Exam Centre and offers a Remote Invigilation Service, working closely with Pearson Edexcel. This service allows students to sit their high-stakes Pearson Edexcel examinations securely from home or an alternative appropriate location, under the supervision and support of a live invigilator. Alternatively, our students can opt to be entered as private candidates in physical centres.



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The ideal candidate will be a highly organised administrator, with a keen eye for detail and someone who is able to work at pace, using their initiative. We are seeking a detail-oriented Exams Assistant to join our dynamic team and to support the smooth administration of examinations throughout the academic year. You will have high personal standards, be an excellent communicator and have a good level of IT literacy. Experience or understanding of IGCSE and A Level exams, or of working in a School setting, is desirable but not necessarily essential. Full training and on-going training will be provided.

In this role, you will play a pivotal role in ensuring the seamless execution of both internal and external examinations. You will work closely with the Exams Manager, External Exams Lead and the Vice Principal Academic, providing vital administrative support, managing communication with exam boards, and overseeing the preparation and coordination of exam logistics.

The school offers a supportive and professional workplace with excellent terms, conditions and benefits.

Applicants are encouraged to apply at their earliest convenience, as applications will be reviewed on a rolling basis.

Job Description

Position Summary

- Effectively manage initial queries from all stakeholders regarding exams, providing a considerate, informed and professional 'front face' for the Exams Team.
- Work proactively with and deputise for the Exams Manager in partnership with the External Exams Lead and Vice Principal, Academic, to ensure that all students and staff receive high levels of support in respect of examination administration for both internal and external exams.
- Under direction from the Exams Officer, ensure there is a systematic approach to the administration of exams and that the service meets quality standards, both as outlined by JCQ guidance and by internal policy and procedures.

Duties and Responsibilities

Deputise for the Exams Manager in their absence alongside the External Exams Lead and the Vice Principal Academic, as well as take responsibility for specific exam activities during the exam cycle and be able to carry out tasks both proactively and with support and guidance where required.



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Administrative Support

- Act as a 'first point of call' for parents & students with Exam administration queries, providing a listening, efficient and professional 'customer service'.
- Provide timely and effective administrative support to the Exams Manager in all areas of their work.
- Be informed and ready to answer questions from teaching staff and mentors regarding External Exams.
- Maintain communication systems to deal efficiently with information flow, and the organisation and storage of digital information.
- Support the Assistant Vice Principal (Student Progress) in the administration of internal exams.
- Act as an invigilator for exams, when required, either internal exams or as an additional invigilator for external exams, e.g. MFL speaking tests.
- Assist with the provision of up-to-date information for the School website and Google drive.

Reports and Data

- Assist the Exams Officer and Assistant Vice Principal (Student Progress) in producing all relevant reports, liaising with staff to ensure a timely outcome and identify and implement efficient ways of collating data.
- Ensure that process is followed to collate conflict of interest data for reporting.

Liaison with Exam Boards and other stakeholders

- Assist the Exams Manager in managing communication with examinations boards, parents, students and staff regarding exam processes and queries.
- Assist in processing applications for Post-Results Services and maintain records.
- Liaise with the SENDCo and SEND team to ensure processes are in place and followed to provide Access Arrangements 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
- Maintain appropriate records in accordance with JCQ regulations.
- Work with the Exams Officer to design and present specific training updates
- 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.



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- 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.
- Make annual updates to the RIS manuals in accordance with JCQ guidance.
- Attend relevant training 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 ongoing basis in accordance with the changing needs of the department and School.

Safeguarding and Child Protection

It is the post holder's responsibility to promote and safeguard the welfare of children. You will comply with MVA'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 personal 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 or trade union membership.

Person Specification

Education and Qualifications	Essential	Desirable
GCSE grade 4 or equivalent in Maths and English	✓	
Commitment to personal/professional development	✓	
Experience		
Experience of working in education		✓
Experience of using ISAMs or a similar MIS		✓
Experience of using a range of IT packages including Google	✓	
Knowledge and Understanding		
Thorough knowledge of the GCE, GCSE and iGCSE examination system		✓
Excellent knowledge of the UK secondary education system		✓
Skills and Attributes		
Ability to establish good working relationships and effective teamwork	✓	
Excellent communication skills	✓	
High degree of personal organisation and initiative	✓	
Ability to work independently	✓	
Ability to present information in a clear and understandable way	✓	
Ability to follow policies and procedures	✓	
Personal Qualities		
A calm, considerate and professional approach to communicating with parents & students as a 'first point of call'	✓	
Open-mindedness to change; Ability to maintain confidentiality.	✓	



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Display calm under pressure and respond flexibly to changing demands	✓	
Flexibility in working hours during busy periods		✓
Commitment to the school's ethos, aims and its whole community	✓	