**Job Description**

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| **Job Description – Northampton International Academy**  |
| **Job title:** | Examinations Assistant |
| **Responsible to:** | Examinations Manager  |
| **Liaising with:** | Line managers, senior and extended leadership team, parents/carers, relevant support staff.  |
| **Pay range:** |  |
| **Contract terms:** |   |



All staff should be committed to the school and East Midlands Academy Trust’s purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers, and support staff to be the best they can be.

**Role of Examinations Assistant**

To support the Examinations Manager in the administration, organisation and smooth running of all public and internal examinations and related tasks that take place within the school.

To aid collection, storage, and handling of all examination materials within the school

To deputise for the Examinations Manager as and when required

**Main duties**

* To liaise and support teaching and all associated colleagues with all administrative processes connected to examinations and to advise where necessary
* To ensure that NIA always remains compliant to JCQ regulations and to attend training annually or as required by the JCQ
* To develop and maintain a good working relationship with all external stakeholders
* To protect and enhance the reputation of this Centre
* To work closely with all the awarding organisations used by the school
* To liaise with other institutions as necessary
* To work closely and sympathetically with the site team and other non-teaching departments without whose support the examinations process could not function smoothly
* Assist in the running of public examinations including practical assessments and online tests
* Liaise with teaching staff and awarding bodies regarding pupil entries
* Assist in making accurate and timely entries and registrations with examination boards for public exams (i.e. GCSE and A Level).
* Disseminate information about the examinations process to all stakeholders including teaching staff, senior leaders, pupils, and their parents, and respond to any complaints and queries that may arise
* Order examination papers/stationery and be responsible for their secure storage from the time they arrive until they leave the Centre
* Work with the Examinations Manager and other staff within the school to arrange the most suitable exams accommodation, set up rooms, create exam and invigilation timetables, resolve any clashes that arise and make appropriate provisions for pupils
* Brief pupils on examination procedures and conduct, and produce guidelines for staff, pupils and parents
* To develop and implement internal (mock) timetables for all year groups as required
* To ensure that the school website is regularly and accurately updated
* Assist in the copying and distribution of results to students
* To organise the checking and issuing of certificates to students
* Be present on results days and afterwards for any review of results
* Respond to enquiries from potential Invigilators and assist the Examinations Manager and HR in the selection process if required
* Assist in the training and deployment of invigilators
* To liaise with the SEND team and specifically the Centre Assessor to process Access Arrangements for students in line with JCQ regulations.
* To ensure that all students entitled to Access Arrangements have the opportunity to use them
* Process enquires about results and examinations

**Additional duties**

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers, and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

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| Compiled by: **HR** / **Headteacher** | Revision Number: v1 |
| Approved by Headteacher: | Revision Date: \_\_\_/\_\_\_/\_\_\_ |
| Approved by HRBP:  | Date: \_\_\_/\_\_\_/\_\_\_ |
| Signed by Post holder:  | Date: \_\_\_/\_\_\_/\_\_\_ |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

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| **Person Specification** | **Essential** | **Desirable** |
| **Education and Qualifications** |
| GCSE Grade C/4 or equivalent in Maths and English | **P** |  |
| **Experience**  |
| Experience of MIS and database systems | **P** |  |
| Experience of producing accurate data for reporting and assessment | **P** |  |
| Relevant experience in educational data management |  | **P** |
| **Knowledge and understanding** |
| Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school |  |  |
| Experience of promoting personal, social, moral, cultural and spiritual development in children  |  |  |
| **Skills and Attributes** |
| Promote the school’s aims and vision positively, and use effective strategies to monitor motivation and morale | **P** |  |
| Establish and develop positive relationships with parents, governors and the community | **P** |  |
| Communicate effectively (both orally and in writing) to a variety of audiences and have effective ICT skills | **P** |  |
| Develop good personal relationships within a team  | **P** |  |
| Ability to think creatively to anticipate and solve problems  |  | **P** |
| Able to demonstrate good time management skills | **P** |  |
| Information gathering and analysis |  | **P** |
| **Personal Qualities**  |
| Approachable, respectful, empathic and values others | **P** |  |
| Able to motivate self and others to achieve a shared goal | **P** |  |
| Resilient, persistent and optimistic when faced with difficulties and challenge | **P** |  |
| Commitment and dedication to social justice, equality and excellence for all | **P** |  |
| Flexible, adaptable and can work in collaboration with others | **P** |  |
| Committed to CPD of self and others within the school | **P** |  |
| Excellent interpersonal communication and administrative skills | **P** |  |
| Ability to work independently and as part of a team | **P** |  |
| Values a coaching ethos that enable self and others to grow and develop | **P** |  |
| High level of honesty and integrity  | **P** |  |
| Strong commitment to raising standards | **P** |  |
| Punctual and reliable | **P** |  |
| **Further requirements** |
| Willingness to work flexible hours on occasion  | **P** |  |
| Willingness to maintain confidentiality on school matters | **P** |  |
| Willingness to undertake training courses that are relevant to the duties of the post | **P** |  |
| Willingness to be involved in internal and external meetings | **P** |  |
| Supportive of the ethos of the trust and school | **P** |  |