

# BISHOP ULLATHORNE CATHOLIC SCHOOL



## JOB DESCRIPTION

**Job Title: Examination Assistant**

**Grade: 3**

### Job purpose

Under the direct management of the Data, Exams and Curriculum Manager to assist with the administration of examinations.

### Duties and responsibilities

- Share all information from the examination boards to relevant staff.
- Collect information from Heads of Department concerning examination entries for all public and mock examinations.
- Enter pupils for relevant examinations using school MIS (Arbor).
- Check all entries with relevant staff and pupils.
- Administer all internal and external examinations which includes:
  - receiving examination papers
  - providing relevant stationery and equipment
  - printing and distributing examination timetables
  - arranging the collection and postage of scripts.
- Deal with enquiries from parents and students, including former students.
- Offer administrative support within the team.
- Any other duties and responsibilities within the range for the salary grade.

### Hours of work

During the examination seasons (including public and internal examinations), you will be expected to work flexibly to meet the needs of the team.

**Particular note:** This job description reflects the duties and tasks appropriate at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or the level of responsibility entailed.