*Herts & Essex Multi-Academy Trust*

**SUPPORT STAFF JOB DESCRIPTION**

**Job title:** Examinations Assistant

**Job holder:**

**Reports to:** Examinations Officer

**Date:** March 2021

**1 Purpose of Job**

To assist the Examinations Officer with the examination process to ensure that both internal and external examinations in the school run smoothly and maximise opportunities for students.

**2 Main Areas of Responsibility**

* Assisting the Exams Officer in co-ordinating examination entries for external exams to the Awarding Bodies using SIMS to make entries, retrieve results and generate timetables.
* Organise examination papers as they arrive.
* Be available at the start and end of each examination and receive collected scripts.
* Be available on the days surrounding public exam results. This will be 5 days.
* With the Exams Officer, make arrangements for all internal examinations, including timetabling, rooming and invigilation.
* To provide assistance for all aspects of mock examinations for Years 10, 11, 12 and 13 and CAT tests
* To provide assistance in the resolution of examination clashes and management of all necessary arrangements for students affected.
* Arrange for re-marks, reports and queries about examination results from the Awarding Bodies.
* Be responsible, with the Exams Officer, for examination certificates, their receipt, safe holding and distribution.
* Undertake any other reasonable duties as required by the Exams Officer.

**3 Line Management**

Formal line management meetings will take place fortnightly, and on an ad hoc basis at the request of either the line manager or the postholder, particularly during examination periods.

**4 Supervision**

Much of this work will be undertaken without supervision. Matters of policy are discussed as the need arises with the line manager, by whom work is also monitored.

**5 Person Specification including Knowledge, Experience and Training**

* excellent organisational skills
* high standard of literacy and numeracy
* excellent interpersonal and communication skills
* a high level of computer literacy, including expertise in use of SIMS
* a willingness to acquire an up to date knowledge of Awarding Body systems, procedures and initiatives
* the ability to be flexible and adaptable

**6 Safeguarding Children**

The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.

All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the pre-employment checking process. Additional information about the Disclosure & Barring Service and the checking process is in the guidance notes accompanying the form.

**7 Additional Information**

All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training, performance appraisal and personal development.

All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.

This is a ‘job description’ only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the holder of the post.

**8 Contracted Hours and Pay Scale**

* u up to 20 hours per week, term-time only + CPD days + 1 week in the summer holidays around the public examination results days
* HAY 3

HR/Rec/JDs/Support Staff posts/Other posts/Exams Assistant