



JOB DESCRIPTION

JOB TITLE	Examinations Assistant
DEPARTMENT/SECTION	Exams Office
LINE MANAGER	Exams Officer
RESPONSIBLE TO	Bursar
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training.• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.	
Forest seeks a proactive and engaged Examinations Assistant to support our Examinations Officer in playing the pivotal role of overseeing the internal and external examinations processes at Forest, a highly successful and academically selective independent school. The successful candidate will be logistically and operationally minded, highly organised and will enjoy the challenge of managing a complex process from inception to conclusion. They will work collaboratively with the Examinations Officer, our Invigilators and the Deputy Head Academic and Deputy Head Staffing and Operations as part of the Exams Team to coordinate all aspects of examinations processes.	
KEY RESPONSIBILITIES <ul style="list-style-type: none">• To support and work collaboratively with the Exams Officer.• To be aware of JCQ and CIE regulations and continually review these regulations to ensure examinations at Forest are compliant and follow best practice guidelines.• To plan and manage the invigilation timetable for all examinations (internal and external).• To ensure that all examinations are added to the school calendar and that they are reconciled with other school commitments.• To produce the provisional and the final timetables for external examinations.• To assist with overseeing the work of both internal and external invigilators.• To update documents on Teams for external invigilators.• To plan the room changes timetable and to organise rooms for all examinations.• To liaise with the timetabler to update rooms on the school timetable on the basis of changes during exam weeks.• To organise exams stationery and folders for all examinations.• To organise word processor accounts for candidates for all examinations.• To update exam rooms on ISAMS for students with access arrangements.• To print timetables for candidates for all examinations.• To assist with producing the training for invigilators and to help with running the training.• To support the Examinations Officer in communicating with relevant stakeholders in all correspondence pertinent to examinations – from parents to teachers and pupils.• To assist the Exams Officer in ensuring the reception, secure storage, efficient distribution, and collection of examination materials including examination papers, stationery, course work and controlled assessments.	

- To assist with responding to any external inspections conducted by exam boards, JCQ and other relevant bodies.
- To produce the grade boundaries and distribute them to relevant people.
- To be present and proactive during Results Days.
- To help, to respond to emails and phone calls from students and parents on Results Days.
- To manage post-service requests for examination scripts and review of marking.
- To distribute the results of the review of marking to students.
- To assist with 11+ assessment process; exam papers, organising exam venues, invigilation

Other reasonable duties as required by the Exams Officer

TERMS AND CONDITIONS

- Salary: Commensurate with role and its responsibilities
- Hours of work:

The successful candidate would be expected to be present during normal school term hours and will work Monday-Friday from 08:00-16:30, with one hour for lunch.

In addition to this term time commitment, the successful candidate would be expected to work for a cumulative seven weeks over the school holidays from 8.30am – 3.30pm Monday to Friday. This will be allocated as follows:

- Three weeks in August, from the week of the A Level exam results.
- One week in December
- Returning at the beginning of January (e.g., 2024 – 2nd January)
- One week during the Easter holiday
- One week in October (during Oxbridge/BMAT tests week)
- One Saturday in November for 16+ Admission test,
- Two days in the June half-term holiday (Thursday and Friday).

Finally, the postholder would also be expected to work on the following:

- Open Day (a Saturday in September)
- 11+ Exam Day
- 16+ Exam Day
- All InSET days are mandatory.
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 11%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking.
- Employer death in service benefit.
- Support with extensive CPD opportunities.