



Job Description

Post:	Examinations Assistant
Accountable to:	Examinations Manager
Grade:	Pay Point 21-24
Job purpose:	Assist with the administration of public examinations, as well as the Year 10, Year 11, Year 12 and Year 13 mocks. Also assisting with public exam results days and post results period

Duties and responsibilities /Job specification

Examinations and Data

1. Ensure a good working knowledge of JCQ regulations with regards to examinations
2. Liaise with invigilators to ascertain their availability for upcoming exam sessions.
3. Assist Examinations Manager with the training of Exam Invigilators.
4. Assist with individual rotas and timesheets for Exam Invigilators.
5. Assist Examinations Manager with the checking of examination papers ensuring sufficient number are delivered and securely lock papers away in date order.
6. Assist Examinations Manager with the checking of exam registers.
7. Assist with the supervision of clash students on public exam days
8. Liaise with the Cover Manager regarding the allocation and booking of exam venues
9. Assist with allocation of access arrangements to individual students and booking of individual rooms.
10. Ensure that exam venues are correctly set up for exams.
11. Ensure all individual classrooms being used are prepared for the next day's exams, including the cover of all posters.
12. Ensure invigilators have all necessary equipment for each exam room.
13. Assist students with exam enquiries.
14. On examination days ensure all assigned invigilators are in attendance, and if not, find replacements.
15. On examination days ensure that all invigilators know correct start and end times of exams, students with extra time, students with laptops, etc.
16. On examination days assist Examinations Manager and Pastoral Mentors ensuring all students are in attendance.
17. Collect all completed exam papers from invigilators.
18. Assist Examinations Manager in packing completed exam papers ready for collection by Parcel Force.

19. Assist with the uploading of non-exam assessed materials to awarding bodies websites as required
20. Assist with downloading of exam materials and printing/collation of modified papers on exam days as required
21. Assist Examinations Manager with the administration of GCSE and A Level results days and post-results period.
22. Assist with collation and distribution of examination certificates.
23. Ensure confidentiality is maintained in all aspects of work.

Other duties and responsibilities

1. Carry out any other reasonable duties within the scope of this post, as and when requested by the Headteacher or any other member of the Senior Leadership Team.
2. To act as First Aider when required.
3. Demonstrate consistently high expectations of all students and a commitment to raising their achievement and social and emotional wellbeing. Promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration.
4. Develop strong and positive relationships with students and staff.
5. Model the ethos and vision of the school at all times.
6. Communicate promptly and sensitively with parents, carers, and other relevant bodies where necessary.
7. Establish and maintain effective working relationships with colleagues.
8. Attend INSET training sessions.
9. To safeguard and promote the welfare of children.

Person Specification

Essential

1. Qualified to work in the UK
2. Good standard of education (GCSE Maths and English or equivalent)
3. First aid qualification or willingness to be first aid trained.
4. Experience of building positive relationships with young people.
5. Excellent organisational and planning skills including time management, prioritisation, delegation, and administration.
6. Excellent IT skills including advanced skills in the use of MS Word, Excel, Outlook.
7. Experience of a school management information system such as Bromcom would be helpful.
8. A methodical approach to work, with a meticulous attention to detail and accuracy.
9. Excellent written communication skills.
10. Good analytical skills.
11. Sound judgement and problem-solving skills.
12. Excellent interpersonal skills with adults and students.
13. Committed to teamwork and working collaboratively with colleagues.
14. Confidence and self-motivation to work well and be decisive under pressure.
15. A high level of honesty and integrity.
16. A commitment to inclusive educational provision.
17. Flexibility and reliability