

JOB DESCRIPTION

Job Title: Examinations Assistant	Scale: (SS) 11-17
Department: Administration	Section: Exams
Terms of employment: Permanent	Hours: 37 hours per week, 39 weeks per year (Term time plus 1 week)

JOB PURPOSE

To assist and support the Examinations Officer to co-ordinate internal and external examinations and Key Stage Testing. To take the role of Lead Invigilator during examination sessions.

The Examinations Assistant will be required to work the GCSE and GCE examination results days in August (4 days) plus 1 other day at the Examination Officer's discretion.

DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE

The Examinations Assistant reports to the Examinations Officer.

MAIN DUTIES AND RESPONSIBILITIES

- To assist with the collection of data required for examinations, including estimated grades, coursework marks and candidate entry information
- To co-ordinate the submission of coursework to exam boards
- To assist with the examination entries to exam boards ensuring that deadlines are met
- To distribute candidate statement of entries and resolve issues
- To distribute exam timetables to students
- To arrange seating plans for examinations
- To ensure the necessary accommodation is available for examinations
- To prepare all examination rooms prior to an examination to the JCQ guidelines
- To maintain the stock of exam stationery
- To ensure the safe keeping of confidential paperwork (e.g. exam papers, exam results)
- To check in and collate examination papers and other required information in preparation for examination sessions
- To ensure the dispatch of exam scripts to correct destinations after each exam
- To be available during the results periods to assist with the download and preparation of results for distribution to students and staff
- To assist with the distribution of certificates to students
- To deal with enquiries about past examination results
- To take the role of Lead Invigilator during exam sessions ensuring that all examinations are conducted according to the regulations set by the JCQ, starting and finishing exams as required.
- To carry out other tasks as requested by the Examinations Officer or the Executive Principal.

PERSON SPECIFICATION

Job Title:	Examinations Assistant
Section:	Exams
Department:	Support Staff

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> Administrative qualifications 	
Competence Summary (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> Ability to communicate clearly and confidently, both orally and in writing Word processing and Excel skills Able to work on own initiative Organisational ability Ability to work as part of a team 	<ul style="list-style-type: none"> Have a background knowledge of educational issues Familiarity of administration for the entry and organisation of public examinations at Key Stages 3,4 and 5 Previous experience of examination invigilation Knowledge of Exams Organiser and Assessment manager in SIMS Knowledge of SIMS
Work Related Personal Requirements	<ul style="list-style-type: none"> Flexibility of working hours especially during exam sessions Respect confidentiality Honest Calm under pressure and retain a sense of humour Articulate 	<ul style="list-style-type: none"> Confident manner in front of large groups of students and staff
Other Work Requirements	<ul style="list-style-type: none"> To ensure that all examination rooms are prepared prior to an examination to the JCQ guidelines 	

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Employee

Name:

Signed:

Date