



# Eckington School

# Exams Assistant

## Applicant Pack

SILVERDALE  
SIXTH FORM



**Chorus**  
Education Trust

## Contents

The vacancy .....	3
Post advert .....	3
Role summary.....	3
Job description .....	4
Specific duties and responsibilities.....	4
Support for the trust/school .....	5
Changes to these duties .....	6
Person Specification .....	7
Job Title: Exams Assistant .....	7
Knowledge, experience and skills.....	7
Qualifications .....	7
Other skills .....	7
Interpersonal skills.....	8
Child protection.....	8
Eckington School & Sixth Form .....	9
Chorus Education Trust .....	10

# The vacancy

## Post advert

**Deadline for applications:** 11.59pm on Sunday 25<sup>th</sup> January 2026

**Interviews to be held:** Week beginning 2<sup>nd</sup> February 2026

**To start:** As soon as possible

Eckington School is seeking to recruit an Exams Assistant to assist in the co-ordination and administration of all aspects of the internal and external exams process and administration. Also, with the ability to deputise for the Examination Manager when needed.

This role is part time; we would look at either 15 or 22 hours per week over 2 or 3 days. Please

***Note: this role will include an expectation of working full time for up to 10 weeks per year during busy exam periods.***

## Role summary

**Post title:** Exams Assistant

**Profile:**

**Grade:** 4

**Grade spinal point range:** SCP 7 to 12

**Salary:** £26,403 - £28,598 FTE

**Accountable SLT post:** Assistant Head responsible for Exams

**Line manager (if different):** Exams Manager

**Staff to be supervised or line managed by post holder:** n/a

**Post holder will work with:** Exams Manager

**Holiday and sickness relief:** Exams Manager

**Purpose of post:** To be responsible for assisting with the maintenance and development of examinations systems and processes to the standards required by the Trust, appropriate examinations boards and key stakeholders.

**Version revised:** September 2025

**Contract:** Permanent 15 or 22 hours/39 weeks

# Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

## Specific duties and responsibilities

To be responsible for assisting with the maintenance and development of examinations systems, processes and management information systems to the standards required by the Trust, appropriate examinations boards and key stakeholders. This will include, but not be limited to:

### Main Duties and Responsibilities:

- Provide and maintain administrative and organisational assistance to the Examinations Manager including (but not limited to) filing, photocopying, stationery levels and other administrative duties as required.
- Producing letters, internal correspondence, handling data, collating reports, etc as and when required.
- In the event of the absence of the Examinations Manager, to take responsibility for issues concerned with the smooth running of external, public examinations, in conjunction with Senior Invigilators.
- To assist with the creation of the public examination timetable for the whole academic year including:
  - Liaise with examination boards and the Examinations Office.
  - Communicate timetables to School staff and students.
- To assist with examination duties:
  - Data entry into mark sheets for examinations entries.
  - Carry out any necessary amendments.
  - Ensuring entries are made within timescales and deadlines.
  - Distribute forecast grade sheets to Subject/ Dept Leaders.
  - Administration for coursework arrangements.
  - Special arrangements and access arrangements.
- To assist in the co-ordination of the examination sessions:
  - Preparation and distributing student timetables.
  - Administration for the allocation of exam invigilators in line with Examination timetables.
  - Provision and storage of exams stationery, equipment and other resources.
  - Help the Senior Invigilator in the successful distribution of Invigilators to their allocated rooms.
  - Distribution of conduct and expectations information to candidates through registers.
  - Examination room preparation.
  - Checking exam papers against attendance registers.
  - Packaging scripts and making them available for collection within deadlines.

- Ensuring secure receipt and confidentiality of all examination documents and materials.
- To assist with the examinations results process
  - Assist with the administration for and on results day.
  - Prepare documents to brief the candidates and staff as instructed by senior staff responsible for the examinations process.
  - Ensure records are kept up-to-date and secure.
  - Assist with the initial analysis of the results as required.
  - File certificates from the Exam Boards into student envelopes ready for presentation evenings.
- Assist with the internal examination process
  - Assist staff in the preparation of these exams.
  - Assist with the internal exams timetable.
  - Assist in the administration for the allocation of exam invigilators in line with the timetable.
- Assist with administrative support and data entry to maintain staff and student records as required, assisting with data collection and report production etc.
- To attend relevant network meetings as and when required.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role.
- Contribute to the overall ethos/work/aims of the school.
- Participate in relevant training, other learning activities and performance management as required.
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions

## Support for the trust/school

### Support for Trust/School (included in all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required

- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All administrative support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

## **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

# Person Specification

## Job Title: Exams Assistant

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of exams administration in a secondary school setting.		✓	A
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Working in a highly demanding, fast paced environment	✓		A / I
Working in a busy environment with many priorities and conflicting deadlines	✓		A / I
Familiarity with school Exam systems		✓	A
To work to a high level of accuracy	✓		A / I
<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
<b>Other skills</b>			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I

Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A/I
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A/I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

# Eckington School & Sixth Form

Eckington School is an 11-18 comprehensive secondary school in north-east Derbyshire with more than 1200 students on roll, including the school's Sixth Form.

Eckington School joined Chorus Education Trust in April 2023, at which point we also welcomed a new headteacher, whose proven track record in developing a positive ethos under strong leadership is enabling the school on its journey of improvement. Further appointments to the senior leadership team have created a school with ambition to deliver on the Chorus Trust ethos of outstanding achievement for all.

The school itself is situated on the outskirts of Eckington on the Derbyshire/Sheffield border, overlooking open countryside. The campus is arranged around a shrub-filled courtyard that enables easy access to outside spaces for all.



In addition to trust-wide benefits for all staff, those at Eckington School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.

You can view the school website at: [www.eckington.chorustrust.org](http://www.eckington.chorustrust.org).

# Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

	An ethos of being a <b>force for good</b> ; of being part of a team that enables 'outstanding achievement for all'.		Leading edge <b>training and development</b> through the South Yorkshire Teaching Hub.
	<b>Competitive pension schemes:</b> Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).		Discounted <b>health schemes</b> through Westfield Health and Westfield Rewards Schemes, plus <b>free annual flu jabs</b> with Boots Corporate Health and <b>free eye tests</b> with Specsavers.
	<b>A collaborative environment</b> encouraging knowledge sharing and support.		Term-time only contract postholders have the freedom of having <b>school holidays</b> off.
	<b>Career progression</b> opportunities within a growing, local trust.		Support for <b>flexible working</b> arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).