



JOB DESCRIPTION

Role Title	Department	Reports to
Exams Administrator	Examinations	Exams Officer

PURPOSE

To provide day-to-day administrative support to the Exams Officer in the effective running of the examinations function at the Academy. The post-holder will assist in ensuring that examination processes are carried out accurately, securely and in accordance with the regulations of the Joint Council for Qualifications (JCQ) and relevant awarding bodies. The role supports the smooth administration for candidate entries, exam materials, invigilation arrangements and results, working under the direction of the Exams Officer.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

Planning & Administration

- Provide administrative support across all aspects of the exams cycle, working to an annual exams plan under the direction of the Exams Officer.
- Assist in maintaining accurate and up-to-date records and filing systems for all examination-related documentation.
- Help to communicate internal deadlines and collate exam-related information from staff and departments as directed.
- Use JCQ and awarding body online tools as directed, including the Centre Admin Portal (CAP) and secure extranet sites.
- Assist in the receipt, checking and secure storage of confidential question papers and examination materials in accordance with JCQ regulations.
- Support the Exams Officer in contributing to the review and update of exam-related procedures, accurately reflecting working practices.

Candidate Entries & Registrations

- Assist in the accurate entry and registration of candidates for examinations and assessments in accordance with awarding body procedures and deadlines.
- Help to gather and verify entry information from internal stakeholders, supporting processes to avoid late or penalty fees.
- Maintain required candidate identifiers and assist in verifying the identity of students entered for examinations.

- Use IT systems to assist in submitting and managing awarding body registration and entry data as directed.
- Assist in monitoring submitted entries and processing amendments or withdrawals in a timely manner.

Pre-Examination Arrangements

- Provide administrative support for the timetabling, rooming, seating and resourcing of examinations under the direction of the Exams Officer.
- Assist in ensuring all candidates are notified of their examination entries, dates and times in accordance with the regulations.
- Help to prepare examination rooms and materials ahead of sittings, ensuring all requirements are met.
- Assist in supporting the SENCo in implementing access arrangements for eligible candidates, including rooming, resourcing and modified papers administration as directed.
- Support the recruitment and administration of the invigilator team as directed, including maintaining invigilator records.

Examinations

- Assist in the preparation and running of examination sittings, ensuring rooms are set up in accordance with JCQ requirements.
- Support the Exams Officer in deploying invigilators and managing the day-to-day logistics of the examination period.
- Assist in the secure collection, packaging and dispatch of examination scripts in accordance with the regulations.
- Help to maintain the confidentiality and security of examination materials and candidates' responses at all times.
- Be flexible around working times during examination periods and results days to support the effective running of the exams function.

Results & Post-Results

- Assist in the preparation and distribution of results and provisional statements of results in accordance with JCQ regulations.
- Provide administrative support for post-results services, including the logging and processing of requests as directed by the Exams Officer.
- Help to manage the receipt, distribution and secure retention of examination certificates in accordance with the regulations.

Other Duties

- To work as an effective member of a team and to always promote teamwork
- Observe good working practices and current health and safety regulations
- Observe and adhere to all Policies, Procedures and Regulations
- To carry out any other reasonable duties as requested by your Line Manager, a member of the Leadership team or the Headteacher.

PERSON SPECIFICATION

Qualifications/Education/ Training	<ul style="list-style-type: none"> • GCSE English and Maths at Grade C/4 or above, or equivalent (E)
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	<ul style="list-style-type: none"> • Level 2 or above qualification in Business Administration or a related field (D) • JCQ Invigilator training or equivalent exams-related training (D)
Knowledge/Experience	<ul style="list-style-type: none"> • Experience in an administrative or data-entry role, ideally in a school or public-sector setting (E) • Awareness of the importance of accuracy, confidentiality and security in an examinations context (E) • Awareness of safeguarding and child protection requirements (E) • Some knowledge of JCQ regulations or awarding body requirements (D) • Previous experience of working in a school examinations or administrative environment (D)
Technical/Business Skills/Ability	<ul style="list-style-type: none"> • Proficient in the use of Microsoft Office, including Word, Excel and Outlook (E) • Accurate data entry skills with a high level of attention to detail (E) • Ability to follow precise processes and procedures consistently and without error (E) • Familiarity with SIMS or a similar school management information system (D) • Experience of using awarding body or JCQ online systems (D)
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none"> • Highly organised, with the ability to manage multiple tasks and meet tight deadlines under pressure (E) • Integrity and discretion in handling confidential examination materials and sensitive information (E) • Calm and composed under pressure, particularly during busy examination periods (E) • A reliable team player who supports colleagues and contributes to a well-run examinations function (E) • Flexible and willing to adjust working times around examination periods and results days as required (E) • Excellent attendance and punctuality (E)

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical;

forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: