

Job Description

Assistant Examinations Officer

The post holder will report to the Examinations and Data Manager. Apart from other colleagues in the school, the main contacts of the job are the Headteacher, Senior Leadership Team, teaching staff, other support staff, parents and pupils.

Main purpose of the post

The Assistant Examination Officer, is to support the Examinations and Data Manager in arranging, administering and timetabling of public and internal examinations. This position will work with the Examinations and Data Manager members of the Leadership Group, Heads of Departments, teachers and support staff.

The Assistant Examinations Officer will also provide support to the Cover Manager in periods of absence or high demand and will be required to assist with the preparation of daily staff absence lists and ensure cover teaching is arranged across lessons

Main duties and responsibilities:

- Support with arranging, administering and timetabling of public and internal examinations
- Support the Examination Officer, liaising with Heads of Departments, teachers and support staff over examination entries and access arrangements.
- Communication with students and parents
- Communication with national examination bodies including processing internally marked coursework/ controlled assessments and requesting special consideration when appropriate
- Support with the responsibility for complying with the regulations of the Joint Council for Qualifications and ensuring the integrity of the exam process
- Support in the contributing to support the invigilation of exams with recruitment and training of invigilators
- Support with co-ordinating, book, and timetable exam invigilators
- Issuing results and managing the post results services
- Any other reasonable duties requested by the Examination Officer
- Administration support project work across the school during low exam seasons and as requested.
- To work as an effective member of a team and to promote team work at all times
- Observe good working practices and current health and safety regulations
- Exercise flexibility in working hours / days in carrying out your own duties
- Observe and adhere to all Policies, Procedures and Regulations

- Prepare absence lists and arrange cover teachers timetables, trying to minimise the usage of external agencies.
- Liaise with external agencies to source cover staff i.e. supply teachers.
- Undertake any reasonable instruction given by your mentor or Leadership Group member to ensure the smooth and efficient delivery of your role

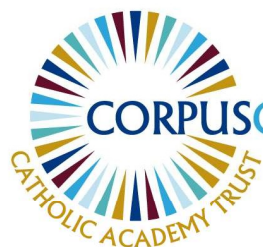
General

- To attend training and administer basic first aid as and when required.
- To maintain confidentiality relating to the staff and students of the school at all times.
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances.
- To undertake all duties with full regard to the Health and Safety at Work Act.
- To contribute to the overall ethos, work and aims of the School and Trust.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post

All duties and responsibilities must be carried out with due regard to the Corpus Christi Catholic Academy Trust's existing policies, including child protection, health and safety, equality and data protection

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



We are His body, living and learning as one.

Person Specification

Assistant Examinations Officer

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
Qualifications		
GCSE Maths & English Grade 5 (C) or above	D	A/I/R
Excellent personal and office organisation skills.	E	A/I/R
Excellent knowledge of computer software packages such as MS Word and Excel	E	A/I/R
Excellent written and verbal communication skills	E	A/I/R
Experience		
Experience of working in a team.	E	A/I/R
Experience of working in Education	D	A/I/R
Knowledge/Skills/Abilities		
Knowledge and understanding of electronic and manual filing systems.	E	A/I/R
Ability to keep accurate records including electronic files	E	A/I/R
Ability to use information management systems	E	A/I/R
Ability to work without supervision and prioritise own workload	E	A/I/R
Ability to coordinate workload effectively	E	A/I/R
Ability to communicate effectively with parents, pupils, teachers and Senior Leaders.	E	A/I/R
Ability to create reports and presentations and analyse data	E	A/I/R
Personal styles/Behaviour		
To act with the utmost integrity at all times	E	A/I/R
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work.	E	A/I/R
Effective and persuasive communicator both verbally and in writing.	E	A/I/R
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E	A/I/R
The flexibility to adapt to changing workload demands and new school challenges.	E	A/I/R
Personal commitment to continuous self-development.	E	A/I/R
Personal commitment to continuous school improvement.	E	A/I/R
Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the students.	E	A/I/R
Personal commitment to the school's professional standards.	E	A/I/R
Willingness to undertake first aid training and administer first aid as required.	E	A/I/R
Demonstrate awareness and commitment to upholding all Trust policies.	E	A/I/R
To maintain confidentiality relating to the staff and students of the school at all times.	E	A/I/R
To uphold the Catholic ethos of the School	E	A/I/R
Willingness to consent to and apply for an enhanced disclosure and barring list check.	E	A/I/R
To uphold all aspects of safeguarding.	E	A/I/R

Application/Interview/References/Selection Process: The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**