



Exams Assistant – Job Description

Reports to: Exams Officer

Salary Range: H3 (Pro rata, term-time only) Actual Salary £7,299

Hours: 12 hours per week, term-time only (semi-flexible distribution across the year, with the expectation that all exam periods will be fully attended)

Purpose of the Role

To support the Exams Officer in the effective administration and smooth running of all internal and external examinations at Katherine Warrington School. The role requires a highly organised and methodical individual who can work independently and respond effectively in a busy and sometimes pressurised environment.

Key Responsibilities

- Provide administrative support for the day-to-day running of the exams function.
- Assist in the planning and organisation of examination sessions throughout the academic year.
- Assist in the creation and maintenance of invigilator rotas, using the school's designated systems (training will be provided).
- Liaise with teaching staff and other departments to support the preparation and delivery of examinations.

Support the preparation of examination materials, including:

- Updating exam registers
- Printing, cutting and sorting candidate cards
- Printing coloured papers
- Preparing and packaging examination scripts and materials
- Second pair of eyes check for all public exams (1.5 hours before the published examination start time)

Assist with setting up examination rooms, ensuring:

- Rooms are arranged in accordance with regulations
- Required equipment is available and correctly placed
- Access arrangements and candidate-specific requirements are met (e.g. laptops, readers, modified papers, coloured paper, dictionaries)



- Ensure all examination materials and equipment are in the correct location at the correct time.
- Provide support during exam sessions where required.
- Assist the Exams Officer in preparing for and responding to JCQ inspections.
- Help manage and resolve any unexpected issues that arise during examinations.
- Undertake additional administrative or operational tasks as required to support the exams process.

Working Pattern

The role is contracted for 12 hours per week during term time. Due to the seasonal nature of examinations, working hours will be semi-flexible and may vary throughout the year, with increased hours during peak exam periods. Specific arrangements will be agreed in discussion with the Exams Officer.

Key Relationships

- Exams Officer
- Teaching and support staff
- Invigilators
- Students

General Responsibilities

- Maintain confidentiality and handle sensitive information appropriately.
- Adhere to all school policies, including safeguarding, data protection, and health and safety.
- Contribute to a positive and professional working environment.
- Support the school's commitment to providing a high-quality examination experience for all students.

Safeguarding

Katherine Warrington School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check.