

Job description

Job Title:	Examinations Assistant
Grade:	Grade: H6 Scale point range: points 14 - 19 Salary range: £29,540 - £32,061 (FTE) Pro Rata salary for hours and weeks worked
Hours / weeks:	37 hours per week to be worked between 07:30-15:30 During exam time, additional hours may need to be worked A minimum of 41 weeks which includes 38 weeks term time + 5 INSET days + 10 days in be worked in agreement with the Exams lead. Exams week in August will be required to be worked and will be communicated by the Exams lead.
Contract type:	Permanent
Start date:	ASAP
Reports to:	Examinations Manager
Key liaisons:	Assistant Headteacher, School Business Manager, Office Manager

Job purpose

- To assist the Examinations in all aspects of the organisation of examinations and provide administrative and data inputting assistance as required.
- To contribute to the overall ethos, work and aims of the Academy.

Main responsibilities

- Administer school examinations in support of the Examinations Manager in line with JCQ regulations and exam board procedures.
- Specific responsibility to plan numbers of invigilators required for exams.
- Recruiting, interviewing and appointing invigilators and developing good working relationships.
- Organising invigilator training sessions in line with JCQ and DBS regulations.
- Administer post-results services to include updates for SLT, this will include review of marking requests and exam script recall.
- Take delivery of, prepare and issue high volumes of written examination papers to exam rooms, including associated paperwork.
- Coordinate packing of a high volume of completed exam papers (in conjunction with the Examinations Manager) for dispatch to exam boards within JCQ deadlines.
- File and track certificates including their collecting by students.
- Facilitate set up of exam rooms in accordance with JCQ regulations along with the premises team and Examinations Manager.
- Plan and record exam cycle key dates and deadlines.
- Participate in training and development activities and programmes as required.
- Appreciate and support the role of other professionals and establish constructive relationships and communicate with other agencies and professionals.

- It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement. Alterations and further duties may be necessary and will be subject to consultation. The post holder is expected to accept any reasonable changes to his / her job description.
- The post holder is expected to be able to adapt his / her work to address the specific needs of the pupils.

Other

- Assist with entry processes, access arrangements, mock exam processes, seating of students, and issuing timetables.
- Brief and assist invigilators on exam days and monitor exam rooms around the large school site as a roving invigilator.
- Invigilate exams when required.
- Input, maintain and manipulate relevant data, producing documents, reports and correspondence as required.
- Deal with secure and confidential information, including exam board websites.
- Work as a team with the Examinations Manager and various parties in school.
- Deputise for the Examinations Manager as and when required.
- Support and foster the aims of the Academy.
- Make themselves familiar with the contents of the Staff Handbook, the Academy's aims and policies and endeavour to follow these closely.
- Attend staff meetings, parents' evenings, INSET sessions and similar important functions both in and out of normal Academy hours, and participate in the main Open Evening for prospective parents and pupils.
- Notify their Line Manager as early as possible if they are going to be absent from the Academy and follow the Academy's policy for notifying.
- Attend relevant in-service training each year, at the request of their Line Manager and / or the Headteacher.
- Take part in the Academy's performance management scheme and appraisal.

The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.



Person specification

Attributes	Essential (or expected to train / qualify to that standard)	Desirable
General	<ul style="list-style-type: none">● Polite and courteous● Excellent time management● Strong people skills, fair minded and able to communicate well to a variety of audiences	
Qualifications & training	<ul style="list-style-type: none">● GCSE / CSE● Proven on the job experience	<ul style="list-style-type: none">● Degree
Relevant experience	<ul style="list-style-type: none">● Experience of working in a school setting● Experience of managing an external workforce (ie, invigilators)● Accurate inputting of data – attention to detail● Experience in the use of SIMS and Go4Schools	<ul style="list-style-type: none">● G Suite● First Aid training
Knowledge, skills and abilities	<ul style="list-style-type: none">● Willingness to learn new skills and acquire new areas of knowledge● Excellent time management skills with ability to prioritise● Excellent verbal and written communication skills● Ability to be resourceful and proactive when issues arise● Experience of computer generation, management, manipulation and secure retention of data, particularly through the use of and wide application of spreadsheets software.● Knowledge and experience of MIS database systems● Flexible working and ability to multitask● Keen to develop the role	
Personal qualities	<ul style="list-style-type: none">● Strong people skills, fair minded and able to communicate well to a variety of audiences● Confidentiality and integrity is integral● Professional attitude and appearance● Efficient, organised and meticulous● Being proactive in resolving exam issues● Problem-solving and creativity to deal with changing / conflicting deadlines and priorities	