



### **Watford Grammar School for Girls**

<b>JOB DESCRIPTION</b>	
Job Title	Exams Assistant
Reports To	Exams Officer
Contract Type	Permanent, Term-Time
Role	Support
Working Pattern (Days)	22 hours per week – 8am - 2pm December or January - 2 weeks February – 2 weeks April – 2 weeks May – 4 weeks June – 4 weeks August – 1 week  10 hours per week between 8am - 3pm Remaining weeks of academic terms
Pay Range	H6, 14

#### **Context of the post**

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

#### **Job Purpose**

The person appointed will deputise for the Exams Officer throughout the academic year. They will need to be flexible in their approach, and adapt to a busy school environment. At times in the year, they may be asked to support with administrative tasks in other areas of the school, at a level appropriate to their position.

#### **Main Duties and Responsibilities**

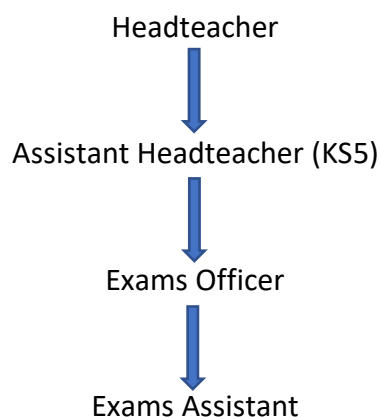
- Make candidate entries for exams
- Preparing exam timetables
- Ensuring that exam venues are set up correctly.
- Processing candidate scripts following exams.



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- Administering the invigilation team and rotas in conjunction with the Exams Officer.
- Dealing with requests for support from the invigilation team during exams.
- Dealing with incidents which arise during exams, and completing record keeping and reporting linked to these.
- Ensure that classes timetabled to exam venues are re-roomed appropriately.
- Review the rooming plan and invigilator rota on an ongoing basis, in order to respond to challenges which arise during the exam season.
- Complete the administration linked to special consideration and incidents of malpractice.
- Deal with adhoc queries from current and past students regarding exam certificates.
- Deputise for the Exams officer in their absence.

### **ORGANISATION CHART**



### **Notes**

- a. All staff are 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.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
  - i. Treating students and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
  - ii. Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions as appropriate.
  - iii. Showing tolerance of and respect for the rights of others
  - iv. 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
  - v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.



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- vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with students, parents, and visitors to the school.
- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

***Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.***

Signed:

Date:

Headteacher

Signed:

Date: