

Job Description: Exams Assistant and Access Arrangement Coordinator

Responsible to:	Exams Manager
Job Type:	Permanent
Grade:	6
Hours per week:	37 (variable)
Working weeks:	40
Location	¹ King Alfred's Academy

MAIN PURPOSE AND SCOPE OF THE JOB

- To assist the Examinations Manager as required and deputise when necessary.
- To assist with the smooth and efficient administration of all aspects of both external and internal mock examinations at King Alfred's.
- To assist in managing a team of invigilators to run the examinations, manage results, distribute certificates and assist in the management of all associated exam issues.
- To coordinate, under the direction of the Examinations Manager, the provision of exam Access Arrangements in line with the JCQ regulations for candidates with disabilities and learning difficulties.

DUTIES AND KEY RESPONSIBILITIES

Exams

- Supporting the Examinations Manager in ensuring adherence to the JCQ regulations to maintain the centre's accreditation.
- Assisting with seating exams and producing examination timetables for staff and students using Bromcom
- Monitoring, recording and maintaining records of the receipt of confidential exam material.
- Assisting with the checking, sorting and secure storage of examination papers and stationery.
- Assisting with the dispatch of scripts, registers and coursework and maintaining records.
- Updating the Examinations section of the KA website.
- Creating and managing a logistics spreadsheet to both inform students of their whole day during exams and to notify staff, using calendar invites, of their duties to support exam needs.
- Supporting the Examinations Manager in co-ordinating the logistics for the students with Access Arrangements, including seating in appropriate venues.

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- Supporting results days in August including the collation and preparation of a spreadsheet of all results for analysis by leadership team on the mornings before the release of results.
- Assisting the Exams Manager with Post Results queries and receiving payment for Post Result services.
- Using IT systems and Microsoft office as required.
- Maintaining the exam boxes with current material and signage.
- Assisting in processing departmental requests for information such as syllabus information and BTEC/Cambridge National administrative guides.
- Assisting with updating lists of subjects and boards and publishing on Staff Teams and the KA website.
- Understanding of and ability to use the exam boards secure sites.
- Assisting with the management of the main exam venues during peak times.
- Assisting in resolving issues for students requiring adhoc support regarding access to their exams (for instance, students with sudden medical issues).
- Liaising with a variety of staff, students and external contacts including parents, exam boards, invigilators and members of the public through both written and verbal communication.
- Undertaking invigilator training and invigilating exams as and when required.

Access Arrangements

- Supporting the Examinations Manager in co-ordinating the logistics for the students with Access Arrangements, including seating in appropriate venues.
- Liaising with the Access Arrangement team regarding the needs of students, ensuring that the Examinations team maintain and use an up-to-date list of students with approved Access Arrangements which is regularly updated.
- Identifying student's individual Access Arrangements on Bromcom in order to ensure appropriate exam provision for all candidates with disabilities, learning difficulties and mental health concerns.
- Ensuring appropriate provision for the Access Arrangement students.
- Booking rooms, facilities, equipment and quantifying invigilation requirements for the Access Arrangement students.
- Supplying appropriate equipment including laptops, reader pens, etc for the needs of individual students and troubleshooting before and during exams including identifying IT issues for on screen tests.
- Meeting and greeting the students on the day of the exam and directing to the appropriate room when using multiple rooms in any one exam session.
- Assisting with briefing invigilators on details and arrangements for Access Arrangement students.
- Ensuring the correct allocation of exam papers to each student with Access Arrangements.

General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.

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- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

Qualifications and Experience

Qualities	Essential/Desirable
<ul style="list-style-type: none"> • Evidence of good ICT skills with proficient use of Word and Excel. • Good numeracy and literacy skills 	E
<ul style="list-style-type: none"> • Evidence of professional development related to this role. 	D
<ul style="list-style-type: none"> • Experience of general clerical work. • Experience of managing own work and working to tight deadlines. 	E
<ul style="list-style-type: none"> • Experience of working in education. • Experience of work associated with school examinations. • Ability to adapt to new software and exam board secure sites and to help others in using these sites. 	D
<ul style="list-style-type: none"> • Ability to relate well to both students and adults. • Ability to work constructively as part of a team. • An extremely high level of accuracy and great attention to detail. • Ability to work quickly and accurately under considerable time pressures. • Flexibility. • Ability to use own initiative, think clearly and work independently. • Ability to be diplomatic, use discretion and understand the importance of confidentiality and the need to keep all exam papers secure. 	E
<ul style="list-style-type: none"> • Ability to be flexible and adaptable to cover early starts and late finishes during exam seasons. 	

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