

JOB DESCRIPTION

Job Title	Exams Assistant	Department	Exams
Reports To:	Exams Manager	Grade	6
Responsible For:	N/A	Job Type:	Support Staff
Hours	25	Weeks per year	42 weeks
Location	Faringdon Community College		

MAIN PURPOSE AND SCOPE OF THE JOB

The Exams Assistant supports the Exams Manager in all aspects of the organisation, management and administration of all public examinations and formal internal mock examinations at Key Stages 4 and 5 and for the collation, analysis and communication of all data relating to students and their progress and performance. There is some expectation that extra hours will be worked during the main exam period and so some flexibility will be required. During quieter periods undertaking general school administrative duties as directed.

Responsibilities

- To assist with the timetable, organisation and practical arrangements of all internal and external examinations throughout the year.
- Keep up to date with all JCQ rules, regulations and deadlines.
- Download all relevant basedata (exam boards) into the MIS Exams Management system.
- Assist the Exams Officer in the collection, collation and submission of student exam entries to the relevant Exam Boards in advance of deadlines.
- Support registrations for other courses, BTECs, OCR Nationals, enhancements etc.
- Assist the Exams Manager when recruiting and training new invigilators.
- Plan numbers of invigilators required for internal and external exams and book them.
- Resolve exam clashes in accordance with regulations.
- Organise the examination rooms in accordance with JCQ regulations.
- Responsible for receiving and distributing exam office post, ordering stationery and managing invigilator exam packs.
- Start and invigilate for examinations when required.
- Following appropriate training and support, take responsibility for the running of specific exams as determined by the Exams Officer.
- Liaise with the SEN Administrator to ensure Access Arrangements are in place for students.

- In conjunction with the Exams Officer, receive, check, sort and ensure security of all external examination papers as they arrive.
- In conjunction with the Exams Officer, help check, package and despatch all candidates' scripts after external examinations.
- Coursework: Co-ordinate exam board procedures for outgoing and incoming coursework.
- Attend GCSE and AS/A2 results days to assist in the administration of and presentation of exam results to candidates.
- Administer post results services. This will include review of marking requests and script recalls.
- Distribute, file and keep records of exam certificates.
- Support the Exams Officer in communications with parents and carers with exam related queries.
- Demonstrate a high level of accuracy and good attention to detail.
- Good IT skills using Microsoft Office and other exam specific software.

GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to <name>
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had 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.

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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.

PERSON SPECIFICATION & SELECTION CRITERIA

