

Job Description

Job Title:	Exams and Access Arrangements Assistant
Grade / Salary:	Scale 5
Hours:	Full-time (36 hours) with flexible scheduling during peak mock and exam season
Working Weeks:	Term-time only (40 weeks) Plus additional working weeks/days to cover results days in August and key pre-exam preparation periods as agreed with the Examinations Officer
Contract:	Permanent

Exam Season Flexibility:

Due to the operational demands of external exam series (May–June) and internal mock periods (typically November–January), the post holder will be required to work flexible hours. This includes early starts (e.g. 7:30 AM for venue setup and paper distribution) and adjusted finish times to accommodate late afternoon exam finishes and script dispatch. Flexible working arrangements during peak periods are managed collaboratively, and reasonable adjustments will be considered for eligible candidates in accordance with the Equality Act 2010.

Line Manager: Examinations Officer / SENDCo (matrix management as appropriate)

Main Objectives

- To work alongside the Examinations Officer in the operational planning, administration, and execution of all internal mocks and external examination season in compliance with Joint Council for Qualifications (JCQ) regulations.
- Additionally, to act as the primary operational administrator for Access Arrangements (AA)—working closely with the SENDCo and Examinations Officer to ensure all candidate testing, evidence gathering, JCQ applications, and exam room adjustments are accurately recorded, implemented, and audited.

Main Duties and Responsibilities:

1. Examinations Operations & Administration

- **Exam Season Preparation:** Assist the Examinations Officer in preparing for every examination season (both internal mock and external public examinations).
- **Paperwork & Venue Logistics:** Prepare comprehensive invigilator packs for every exam venue across all sessions. This includes compiling pre-organised table card arrangements, candidate lists, seating plans, and venue equipment to streamline room setup.
- **Paper & Records Management:** Log, logistically manage, and securely store examination papers, exam registers, and labels upon receipt. Maintain robust audit records of incoming and outgoing papers, including records of dispatched script packages.
- **Venue Compliance:** Set up and prepare all examination venues with mandatory signage, equipment, and seating in strict alignment with JCQ instructions for conducting examinations (ICE).
- **Invigilator Coordination:** Support the recording of invigilators' availability, assist in allocating additional invigilation staff where required, and participate in the recruitment process (including coordinating and administering interview tasks).
- **Invigilator Briefing & Support:** Brief invigilators prior to each exam session on venue

dynamics, specific candidate needs, and key administrative details. Provide ongoing support in venues, troubleshooting, and resolving operational issues as they arise.

- **Post-Exam Operations:** Ensure all completed examination papers are accurately accounted for, logged, and prepared for packing/dispatch immediately following public exams.
- **Attendance & Incidents:** Log candidate absences immediately, circulating attendance data to the Examinations Officer and relevant pastoral teams. Maintain precise logs of any venue incidents or irregularities to feed back to senior staff.
- **Clash & Query Support:** Manage candidate clash arrangements and address student queries when the Examinations Officer is unavailable.
- **Results Days:** Assist the Examinations Officer with all logistical and administrative preparations for internal and external examination results days (requiring attendance during August results weeks).

2. Access Arrangements (AA) Coordination & Administration

- **Testing & Schedule Management:** Coordinate the testing process for students requiring Access Arrangements. Manage the communication of testing schedules, appointment bookings, and outcome letters to students, parents, and carers.
- **Evidence Collation & File Preparation:** Gather, retrieve, and organize evidence of "normal way of working" from teaching staff. Prepare accurate file records and documentation required for online JCQ applications and inspector audits.
- **SIMS & Data Administration:** Log, update, and maintain comprehensive Access Arrangement records on SIMS and within dedicated electronic/physical AA files.
- **Communication & Dissemination:** Ensure clear communication of approved Access Arrangements to class teachers, invigilators, and the wider exam team, ensuring invigilators have explicit, accurate instructions per venue.
- **SENDCo & Special Consideration Collaboration:** Work regularly with the SENDCo to ensure all provision meets current JCQ criteria and to identify/review candidate cases requiring 'Special Consideration' applications.
- **AA Delivery & Assistive Tech Supervision:** Oversee the practical delivery of AA during exams, managing the school's SEND laptop provision and Touch-Type Read and Spell (TTRS) software program.
- **Professional & Agency Support:** Work with the Examinations Officer to schedule, brief, and monitor external professionals or specialised staff providing 1:1 AA support (e.g., readers, scribes, practical assistants).
- **Inbox Management:** Monitor and manage the dedicated Access Arrangements email account, responding to parent, staff, and candidate queries promptly and professionally.

3. Other Duties / Collaboration and School Development

- **Equal Opportunities:** Implement Haringey's and the Governing Body's Equal Opportunities Policy in all aspects of work and duties associated with this post.
- **Safeguarding:** Support the school's commitment to safeguarding and promoting the welfare of children and young people.
- **Legislative Compliance:** Be aware of and comply with all relevant legislative requirements, including Data Protection (GDPR) and Freedom of Information requests.
- **Inclusivity:** Promote inclusivity and equality, ensuring all administrative duties reflect the values of the school and the local authority.
- **CPD & Training:** Take part in relevant training and continuous professional development (CPD) to enhance knowledge and contribution to school improvement.
- **Flexibility:** Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time by the Headteacher or Director of Operations.

August 2026

Signed: Dated:

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