

Job Title: Exams Assistant
Responsible to: Exams Officer
Grade: Pt15 to Pt20
Hours of Work: 20 hours per week term time only plus 5 training days and 2 additional days for results days
Line Management of: N/A

Purpose of post

About the role

The Examinations Assistant role is a key part of our Examinations team which sits within the Data office at Queen Elizabeth School. If you wish to be part of a team assisting learners to achieve their potential by providing academic departments and learners with key administrative services and advice, then this could be the perfect role as you'll develop these skills.

You will be working in a thriving secondary school with provision for years 7-13 that has been recognised by Ofsted as a good school. The role is critical and the post-holder will contribute to the effective delivery of a high-quality examinations service, including assisting with the registration, collation and management of all examinations, assessments and certification.

The post requires working closely with academic and support staff to ensure that an accurate and responsive service is provided. Through a proactive, enthusiastic and student focused approach, you will help the school achieve our mission to empower our students to achieve academic excellence. Your work will ultimately lead to a high quality, robust and informative examinations and assessment service plus positive development of the school's reputation.

Principle Responsibilities:

Main Duties

- To assist with the day to day operations and to provide administrative support to the Examinations team.
 - Work efficiently, effectively and collaboratively across all key stages of the school processing student examinations and assessments.
- To assist with the processing of examination and assessment entries and ensure that documentation is properly stored.

- To assist with the preparation and dispatching of entries to the Examination Boards.
- To support the provision for students with access arrangements for examinations and assessments.
- To assist with receiving and preparing examination materials and ensure it is kept in conditions as specified by the awarding organisation, including dispatch and scripts.
- To assist with the input of examination / assessment results onto Arbor.
- To support issuing candidates results / certificates received from the Examination Boards.
 - To assist with planning invigilation cover for examinations on the exam timetable, contacting invigilators with allocations and informing the Exams Officer of any issues with cover.
 - To assist the Exams Officer in providing regular training updates for our pool of invigilators to ensure regulatory compliance.
 - To act as an invigilator/ reader or scribe where required if an invigilator cannot be sourced.
 - To undertake any other administrative duties or project work as required.

Line Management Responsibility N/A

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The postholder may be required to carry out appropriate duties within the context of the job, skills and grade

The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

The school is committed to safeguarding and promoting the welfare of students, and requires all staff to share this commitment. Thus an enhanced, in date, DBS disclosure will be required for all staff and volunteers as appropriate to their post.