



**Relief  
Exam Room Preparation  
Assistant  
Recruitment Pack**

**2026**





# ROLE INFORMATION FOR THE POST OF EXAM ROOM PREPARATION ASSISTANT

We are looking to recruit a team of Exam Preparation Assistants to assist our Site Supervisors in moving and arranging desks and chairs in preparation for internal and external examinations.

A working session will normally be for one to two hours (usually 6am until 8am). Some afternoon sessions may also be available to clear examination rooms ready for alternative use.

The position is ideally suited to responsible, punctual, calm individuals who would enjoy lifting and handling work to support the school in delivering exams at various times throughout the year in addition occasional hours may also be available for litter picking when required throughout the year. During the exam seasons desks and chairs will need to be set up and cleared away daily to enable public use of the facilities in the evenings. Full training will be given.

The role of Exam Room Preparation Assistant would be suitable for Sixth Form students who are looking for occasional work. The hours fit around Sixth Form lesson commitments as they fall before and after school or during free periods. This role is focused on the moving and lifting of furniture to prepare and clear rooms for examinations and school use. The role does not involve the administration or preparation of exam papers. This role is also suitable for school staff who are not already contracted to work at these times.

If this opportunity interests, you please complete the application process via the `Apply Now` link on My New term.

(Early applications are encouraged. Applications will be reviewed periodically and interviews will be held on a rolling basis. Shortlisted candidates will be contacted by email. Should a successful appointment be made, we reserve the right to close this advert at any time)

When completing your application, you may find it helpful to explain how your skills, experience, personal qualities, and ethos align with the essential criteria outlined in the person specification, as this is the criteria we use to shortlist candidates.

**Final Closing date: 11.59pm Sunday 8 March 2026**

Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.

<b>Post title:</b>	Exam Room Preparation Assistant
<b>Grade:</b>	Grade 3 £12.65 per hour
<b>Job Family:</b>	Construction and Maintenance
<b>Responsible to:</b>	Site and Facilities Manager
<b>Hours of work:</b>	This is a relief post: when required to work, the shift will usually be before or after school
<b>Weeks of contract:</b>	This is a relief post: when required to work this will usually be during school term time
<b>Flexible working:</b>	Flexible working is not available in this post
<b>Role Description</b>	
<b>Purpose of the Post</b>	
<ul style="list-style-type: none"> <li>• To provide routine assistance to Site Supervisors in preparing rooms for internal and external examinations</li> <li>• To provide routine assistance to Site Supervisors in clearing rooms after examinations</li> <li>• To help ensure that the examination rooms are fit and ready so that examinations can run smoothly and to the satisfaction of the Headteacher</li> </ul>	
<b>Key Tasks and Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. To assist in loading exam furniture onto trolleys and in transporting to exam rooms</li> <li>2. To assist in setting out desks and chairs as per examination regulations</li> <li>3. To assist in clearing rooms after examinations as instructed by Site Supervisors</li> <li>4. To receive training as required, including lifting and carrying, working at height, operation of tools and machines, and school-specific procedures such as safeguarding</li> <li>5. To have an awareness of the needs of different service users</li> <li>6. To work co-operatively with the Site Supervisor(s) to enable efficient and effective teamwork and the best possible use of staff and resources to achieve a clean, healthy and safe environment</li> <li>7. To carry out any other reasonable duties within the overall function of the post for example litter picking and room preparation for events.</li> </ol>	
<b>Line management or supervisory responsibilities (if applicable)</b>	
<ul style="list-style-type: none"> <li>• None but may be required to assist in basic training or induction of new colleagues</li> </ul>	
<b>Supervision received (if applicable)</b>	
<ul style="list-style-type: none"> <li>• Work standards monitored by Site Supervisor(s) on duty</li> <li>• Line manager is the School Business Officer for Site and Services</li> </ul>	

### Corporate Responsibilities

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

### Person Specification

**A – application form R- references I – interview T - task**

Knowledge and Skills	Essential / Desirable	Evidence
<ul style="list-style-type: none"> <li>▪ Experience of working in a manual role</li> </ul>	<b>D</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>▪ Ability to carry out lifting and carrying tasks in accordance with recognised practice</li> </ul>	<b>E</b>	<b>AI</b>
<ul style="list-style-type: none"> <li>▪ Ability to operate tools and equipment (after receiving training)</li> </ul>	<b>E</b>	<b>AI</b>
<ul style="list-style-type: none"> <li>▪ Knowledge of Health and Safety requirements</li> </ul>	<b>E</b>	<b>AI</b>
<ul style="list-style-type: none"> <li>▪ Ability to follow the seating plan requirements for the exam</li> </ul>	<b>E</b>	<b>AI</b>
<ul style="list-style-type: none"> <li>▪ Ability to communicate effectively</li> </ul>	<b>E</b>	<b>AI</b>
<ul style="list-style-type: none"> <li>▪ Awareness of policies and procedures relating to health and safety, equal opportunities, data protection and other relevant to duties performed</li> </ul>	<b>E</b>	<b>AI</b>

Personal Qualities	Essential / Desirable	Evidence
<ul style="list-style-type: none"> <li>▪ Ability to remain calm in all situations</li> </ul>	<b>E</b>	<b>RI</b>
<ul style="list-style-type: none"> <li>▪ Good attention to detail</li> </ul>	<b>E</b>	<b>RI</b>
<ul style="list-style-type: none"> <li>▪ Ability to work systematically</li> </ul>	<b>E</b>	<b>RI</b>
<ul style="list-style-type: none"> <li>▪ Takes care and pride in all tasks given</li> </ul>	<b>E</b>	<b>RI</b>
<ul style="list-style-type: none"> <li>▪ Integrity, showing trustworthiness</li> </ul>	<b>E</b>	<b>RI</b>
<ul style="list-style-type: none"> <li>▪ Patient, tactful and approachable</li> </ul>	<b>E</b>	<b>ARI</b>

<ul style="list-style-type: none"> <li>▪ Ability to work co-operatively and flexibly as part of a team</li> <li>▪ Fosters good working relationships</li> <li>▪ Aware of the different needs of different service users</li> <li>▪ Committed to good health and safety practice</li> </ul>	<p><b>E</b> <b>E</b> <b>E</b> <b>E</b></p>	<p><b>ARI</b> <b>RI</b> <b>ARI</b> <b>RI</b></p>
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<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>▪ Grade 4 (C) or above in GCSE Maths or equivalent</li> <li>▪ Grade 4 (C) or above in GCSE English or equivalent</li> </ul>	<p><b>D</b> <b>D</b></p>	<p><b>ARI</b> <b>ARI</b></p>

<b>Corporate Competencies</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>• General knowledge and understanding of the requirements of a school environment</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Ability to relate to students aged 11 to 18</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Punctuality and reliability</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area</li> </ul>	<b>E</b>	<b>ARI</b>
<ul style="list-style-type: none"> <li>• Understanding of the need for confidentiality and knowledge of data protection principles</li> </ul>	<b>E</b>	<b>ARI</b>