



St Michael's Catholic School, Job Description – Assistant Exams Officer

Phase: All Phase	Department: Exams
Job Title: Assistant Exams Officer	Pay Grade: Bucks Pay R2
Term of Employment: Permanent	Working hours: 15 hours per week. Term time including inset days, plus 1 week to include the period around the release of exam results in August.

Designation of Post within School Structure

Executive Headteacher

Headteacher

SLT Member responsible for Exams

Exams Officer

Assistant Exams Officer

This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.

Main Duties and Responsibilities

The Post

To deputise and support the Examinations Officer in the organisation and smooth running of both internal and external examinations. To be knowledgeable on the requirements and regulations placed on schools by awarding bodies and the Joint Council for Qualifications (JCQ) and support the Exams Officer to ensure the school is compliant with before, during, and after examination periods.

1. Duties

- Understand the regulations and requirements of all examinations held by the school, both internal and external.
- Work with Exams Officer to ensure compliance with all JCQ and awarding body regulations and keep up to date with any changes.
 - Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Where required support Exam Officer in the development and review of examination-related school policies.
- Liaise with SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils.
- Manage registration of candidates for all examinations.



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Exam Management

- To monitor conduct during examination sessions and ensure behaviour is in line with requirements and regulations from awarding bodies and the JCQ.
- To support the Exam Officer in the management of exam sessions, including timetabling, room booking, resources and staffing.
- To liaise internally with HR to ensure only vetted invigilators are scheduled in line with required ratios, with Payroll to authorise payments, and with the Safeguarding team to coordinate safeguarding training, and updates.
- To ensure clear communication to pupils, students, staff and parents the examination requirements support the production of examination timetables and managing clashes in accordance with guidance.
- To support Exam Officer to ensuring effective and proper receipt, safekeeping, distributions and dispatch of examination papers.
- Work together with Exams Officer in co-ordinating internal examinations and individual exams.
- To ensure the communication to pupils of the examination requirements and protocols at the start of each exam.
- Train invigilators as required and ensure ratios of invigilation are correct for all exams.
- Check all invigilator timesheets prior to submission.
- To support SENCO to implement access arrangements and reasonable adjustments as required.

Results

- To support Exam Officer in co-ordination and release exam results during August each year, including attendance on day prior and results days.
- To be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- To support Exams Officer in receipt and distribution of examination certificates to candidates

Notes

- The post holder must be committed to supporting and upholding democratic British Values, including the development of students understanding of British Values, aware of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.
- The post holder must comply with the requirements of Health and Safety, other relevant legislation and school policies.
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions for employment.
- This job description is not a comprehensive definition of the post. **The post-holder may undertake any other duties that are commensurate with the post.** This job profile will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.



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	Attribute	Essential	Desirable
	Qualifications and training		
1	Educated to GCSE level (or equivalent) with 5 GCSEs including English and Maths at grade C or above.	✓	
	Experience		
2	Experience of working with confidential and/or sensitive materials	✓	
3	Knowledge or experience of co-ordinating other members of staff, such as invigilators	✓	
	Skills and knowledge		
4	Ability to work flexibly and quickly under pressure	✓	
5	Highly developed ICT/Microsoft Office skills. Advanced Excel essential.	✓	
6	Good communication skills in a variety of contexts (telephone, email, written).	✓	
7	Ability to follow policies and procedures set by the school and external agencies	✓	
8	Excellent planning and organisational skills; flexible approach to workload.	✓	
	Personal qualities		
9	Presentation of an appropriate professional image (Dress Code).	✓	
10	Ability to foster good working relationships with staff and pupils.	✓	
11	Ability to work as part of a team as well as independently.	✓	
12	Understanding of safeguarding responsibilities and procedures.	✓	
13	Appreciation of confidentiality issues.	✓	
14	Commitment to equal opportunities.	✓	
15	Educated to A Level standard or equivalent.		✓
16	Experience working with awarding bodies/regulatory organisations (JCQ).		✓
17	Experience in school/college administration, including exam admin.		✓
18	Knowledge of MIS systems: SIMs/Arbor		✓