

Person Specification

Job Title: Exams and Access Arrangements Assistant

Scale/Salary: Scale 5

The starting salary will depend on qualifications and/or experience. Applicants should demonstrate substantial high-level executive support experience and strategic operational capabilities.

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

EDUCATION

		Evident in Application	Evident at Interview
Essential			
1.	Good standard of general education (GCSE A*-C / 4-9 in English and Maths or equivalent qualification/experience).	✓	
Desirable			
2.	Specific training in JCQ Exam Regulations or Access Arrangements administration.	✓	

EXPERIENCE

Essential			
3.	Experience working in an administrative role within an educational setting.	✓	✓
4.	Experience working with school management systems (e.g., SIMS).	✓	✓
Desirable			
5.	Direct experience in exam administration or invigilation.	✓	✓
6.	Prior experience handling Access Arrangements or working alongside a SEND department.	✓	✓

KNOWLEDGE & UNDERSTANDING

Essential			
7.	Strong understanding of general office procedures, data handling, and record management.	✓	✓
8.	Awareness of statutory responsibilities regarding safeguarding, GDPR, and Freedom of Information.	✓	✓
9.	Commitment to implementing Haringey's Equal Opportunities Policy and promoting inclusivity.	✓	✓
Desirable			
10.	Working knowledge of JCQ regulations (ICE and AA guidelines).	✓	✓
11.	Familiarity with assistive technology (e.g., exam laptops, TTRS).content.	✓	✓

SKILLS AND ABILITIES

Essential			
12.	Excellent organisational skills with high attention to detail under tight deadlines.		✓
13.	Strong communication skills (written and verbal) for liaising with parents, students, and staff.		✓
14.	Ability to maintain effective administrative operations and clear decision-making during busy periods		✓
15.	Ability to work independently and collaboratively within a small team.		✓
Desirable			
16.	Ability to brief, guide, and support casual staff (invigilators).		✓

PERSONAL QUALITIES AND AVAILABILITY

Essential			
17.	Flexibility to adjust daily working hours (early starts / late finishes) during peak examination periods (subject to reasonable adjustments under the Equality Act 2010).		✓
18.	Availability to work agreed additional weeks/days, including August results days		✓
19.	•Professional and supportive communication style when dealing with students, parents, and colleagues		✓
20.	•Commitment to continuous professional development (CPD) and school improvement.		✓
21.	Dedicated to safeguarding and promoting the welfare of children and young people.		✓

August 2026

Signed: Date: