



Job Description

Contract: Permanent/Term Time only + 1 week
Hours: 35 hours per week
Reporting To: Exams Officer

Purpose to the job

- To support the effective and efficient administration of internal and external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- To support the Exams Officer in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- To liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the exams officer and head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

Main Duties and Responsibilities

1. Support all aspects of the internal and external examination administrative process
2. Understand qualifications and how they are assessed
3. Checking entries are correct and agreed by both subject teacher and Head of Department
4. Manage time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (working to an annual exams plan)
5. To complete examination entries using IT wherever possible and ensuring manual records are kept.
6. Issuing rules of conduct to all student and staff
7. Issuing students with timetables and examination guidelines.
8. To make arrangements for all internal examinations including timetable, rooming and invigilation.
9. Attend examination planning meetings.
10. Attend examination board meetings.
11. To issue daily information for staff and students during internal examination periods (venue, times, seating plans)
12. For all areas being used for GCSE and GCE liaise with the Examination Officer to book, prepare, organise and supervise examinations in accordance with the regulations laid down by all the examination boards.
13. Supplying all necessary stationery and materials related to the smooth running of the examinations system.
14. Assisting with access arrangements, special consideration and any other requirements related to the smooth running of the examination system.
15. Dealing with queries about entries and results, where appropriate, from students, staff, and parents.
16. The checking and formal issue of certificates

17. Keeping up to date with examination requirements, including the development of appropriate computer systems that meet the needs of the public examination systems.
18. To attend site on the day prior and day of KS4 and KS5 examination results.

General

1. To receive and welcome visitors to the school. At all times to deal sensitively with pupils and parents.
2. In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislations.
3. In dealing with members of the school's community to be mindful, at all times, of the school's and the Council's Equal Opportunities policies.
4. To undertake other clerical duties as required and which are commensurate with the level of responsibility of the postholder.

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In accordance with KCSIE 2025 shortlisted candidates will be subject to an online profile and social media check.

Person Specification

Exams Assistant

Qualifications and knowledge	Essential	Desirable
Good standard of education – including GCSEs in English and Maths at grade C/4 or above.	✓	
Educated to degree level or equivalent		✓
Level 3 or higher qualifications.		✓
To be well organised and possess strong time management skills	✓	
Understanding of a secondary school environment	✓	
Skills	Essential	Desirable
Demonstrate effective verbal and written communication skills.	✓	
Strong level of ICT skills	✓	
Able to build and maintain positive relationships with individuals	✓	
Prioritise, plan and organise self	✓	
An interest in educational issues	✓	
A commitment to inclusion	✓	
Positive attitude	✓	
Genuine concern for the welfare of others	✓	
Initiative and self-motivator	✓	
Calm deposition	✓	
Experience	Essential	Desirable
Recent experience relevant to the post, ideally in a school or similar setting.	✓	
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to the importance of education for all children.	✓	
Dedication and commitment to the role and the School.	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	