



JOB DESCRIPTION

Job Title: Exams Assistant
Grade: C
Responsible to: Examinations Officer

Main Job Purpose

To contribute to the effective running of the Academy's examinations; providing confidential administrative support under the direction and guidance of the Examinations Officer. Duties will include assisting the Examinations Officer in the administration of external and internal school examinations, as well as general office duties; photocopying, scanning and opening mail, etc.

Main Duties and Responsibilities

- 1) Assist the Examinations Officer in the preparation of examination timetables, booking of rooms and seating plans on the SIMS database.
- 2) Assist the Examinations Officer with applications for access arrangements and special consideration.
- 3) Assist in the safe storage and checking of all examination papers and stationery. During exam periods, set up exam rooms and ensure their continued maintenance; creating and sorting candidate cards according to seating plans.
- 4) Organise, book and support Invigilators for the examinations. Invigilate exams on an ad hoc basis.
- 5) Be present and available in school on results days including the distribution of the examination results to students. Maintain files of certificates and prepare them for distribution to students.
- 6) Provide administrative support to the Data Department when required.
- 7) Be aware of and adhere to all Trust and School policies, maintaining confidentiality at all times.
- 8) Have excellent personal and communication skills and a highly professional manner.
- 9) Be responsible for your own continuing self-development, undertaking training as appropriate with the support of your line manager.

10) Undertake other duties appropriate to the grading of the post as reasonably required and directed dependent upon the needs of the Trust.

The Trust reserves the right to revise this job description at any time.

Acknowledgement of Receipt

I hereby confirm that I have received and read this job description.

Signed.....

Print Name.....

Date.....



PERSON SPECIFICATION

Job Title: Exams Assistant

Date: June 2019

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	Ability to use Word for Windows and other related Microsoft products including E-mail and Excel	Experience of administrative work in a school/college environment Experience of school data & information systems such as SIMS	Application form Interview
Education & Training	Attainment of 5 GCSEs (A*-C) including Maths and English		Application form
Special Knowledge & Skills	Good ICT skills Good communication skills Good organisational skills	Knowledge of electronic display and presentation formats	Application form Interview
Any Additional Factors	Highly confidential, professional, tactful and sensitive Reliable and have a flexible approach to work Discreet, diplomatic manner Able to work on own initiative and in a team Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people		Interview