



## Assistant Exams Officer Application Pack

**Application Forms**

Furze Platt Road, Maidenhead, Berkshire SL6 7NQ

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## Assistant Exams Officer To start 1<sup>st</sup> September 2022

Permanent, part time, 30 hours a week, start time 9am, finish time 3.30pm (includes a half hour unpaid break)

Monday to Friday, term time only plus 5 days around exam results days in the second half of August

Actual salary £15440 - £16385pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We have an exciting opportunity for someone to work within the student services team supporting our Exams and Student Services Manager with the efficient and effective running of all internal and external examinations in our school. This will include assisting with planning, timetabling, entries and application of access arrangements. You will also work with the team of Invigilators establishing their availability and preparing schedules for exam invigilation using an online platform. Other tasks include updating information about exams on the school website, attending exams results days to distribute results to students and organising university admissions entries and tests.

We are looking for a team player with excellent administrative skills and who is a fabulous communicator with great time management and organisational skills. Attention to detail and the confidence to query issues is also important. If you are a team player and would relish the opportunity to work in an environment where no two days are the same, then we would love to hear from you.

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website [www.furzeplatt.com](http://www.furzeplatt.com). Application forms should be returned to **Kiran.smith@furzeplatt.net**. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

**We will be considering applications as they are submitted**  
**Suitable applicants will be interviewed as soon as is practicable**



# Assistant Examinations Officer

## Job Description: Assistant Examinations Officer

<b>Line Manager:</b>	Student Services Manager
<b>Main Purpose of Role:</b>	To support the Student Services Manager in the efficient and effective running of the administration of all internal and external examinations within the school.

### Main Responsibilities:

1. Assist with the preparation and administration of internal and external examinations.
2. Input and update entries data onto the school's management information system.
3. Check and file examination papers as they arrive. Check and pack examination papers after exams.
4. Monitor and input enquires about results after examinations series, check off invoices and allocate to departments.
5. Liaise with the school's external invigilators re availability and prepare schedules for exam invigilation using online platform.
6. Updating Exams area on school website.
7. Responsible for supervising smaller examination rooms for students needing additional support.
8. Check and collate examinations results and certificates and distribute to staff and students.
9. Responsible for the preparation and administration of CAT testing.
10. Responsible for the organisation of University Admissions entries and tests.
11. Responsible for working with the Maths Department in the running of the UK Maths Challenges.

### OTHER

1. Support the student services team as and when requested.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

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# Assistant Examinations Officer

## Person Specification: Assistant Examinations Officer

	Essential	Desirable	How to be tested
<b>Qualification criteria:</b> <ol style="list-style-type: none"> <li>5 good GCSEs including English &amp; Maths at Grade C or above (or equivalent).</li> <li>Microsoft Office skills, particularly Excel and Word.</li> <li>Eligible to work in the UK.</li> </ol>	✓ ✓ ✓		Application form
<b>Experience of:</b> <ol style="list-style-type: none"> <li>Working in an administrative environment.</li> <li>Working in an educational environment.</li> <li>Working with children or young people.</li> </ol>	✓	✓ ✓	Application form and interview
<b>Behaviours, Skills and Strengths:</b> <ol style="list-style-type: none"> <li>Able to communicate with all levels of staff in schools, examination board employees, students and parents/carers.</li> <li>Excellent organisational and time management skills.</li> <li>Pays good attention to detail when completing administration tasks and has the confidence to query issues/errors in relation to examination entries etc.</li> <li>Able to work under pressure and meet deadlines.</li> <li>An understanding of and sensitivity towards students' needs during stressful examination period.</li> <li>Ability to use IT systems including databases &amp; Microsoft Office products.</li> <li>High levels of confidentiality, honesty and integrity, confidence &amp; self-motivation.</li> <li>Flexible and able to manage a range of tasks at any one time.</li> </ol>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
<b>Other:</b> <ol style="list-style-type: none"> <li>This post is subject to an enhanced DBS disclosure.</li> <li>The post holder must be committed to safeguarding the welfare of children.</li> </ol>	✓ ✓		DBS Process References