



## Job Description: Assistant Exam Officer

This appointment recognises the requirements of the current Support Staffs' Pay and Conditions Document, and reflects the policies established by the Governors of Tomlinscote School. The post holder shall carry out those professional duties as circumstance may require, under the reasonable direction of the line manager. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to review with the line manager. All posts within the school are subject to an enhanced DBS disclosure.

<b>Salary Scale:</b>	£26,080 - £28,617 Max per annum (Grade 6) pro-rata
<b>Hours of Work:</b>	36 hours per week
<b>Contract Type:</b>	Permanent, flexible working, full time during exams + 1 week in the holiday during the exams results week
<b>Accountable to:</b>	Exams Officer
<b>Accountable for:</b>	Invigilators

**Job Purpose:** To assist the Exams Officer in maintaining the smooth operation of the department throughout the academic year.

### Responsibilities

1. Accountability
<ul style="list-style-type: none"><li>a) To ensure that all exams are suitably staffed with the correct number of invigilators and that they have been informed of potential dates and allocations.</li><li>b) To maintain accurate records of hours worked by invigilators and the costs involved.</li><li>c) To assist in the ongoing training and recruitment of all invigilators.</li><li>d) To manage the relationship with the SENCo Department to ensure that all candidates have the correct access arrangements applied during all relevant exams.</li><li>e) To be responsible for the day-to-day preparation of materials for all relevant exams.</li><li>f) To help manage the individual exams.</li><li>g) To assist in the preparation and documentation around Results Days, during the school holidays.</li><li>h) To be aware of all relevant JCQ and Exam Board's documentation.</li><li>i) To deputise for the Exams Manager when required.</li></ul>
2. Communication

<ul style="list-style-type: none"> <li>a) To liaise with external agencies (Exam Boards, other Exam Officers etc) when required.</li> <li>b) To communicate with students and parents/carers on exam related matters.</li> <li>c) To liaise with colleagues and make recommendations on improving communication and processes.</li> <li>d) To communicate with teachers, informing them of any problems or issues.</li> </ul>
<b>3. Training and Development</b>
<ul style="list-style-type: none"> <li>a) To participate in arrangements for training and development of the team.</li> <li>b) To initiate new ideas and encourage professional development of the team.</li> <li>c) To participate in the Tomlinscote School and Sixth Form College Performance Management Program as per whole school policy.</li> </ul>
<b>4. Other Duties</b>
<ul style="list-style-type: none"> <li>a) To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.</li> <li>b) To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time.</li> </ul>

Assistant Exams Officer: November 2022