The Chase
A SCHOOL OF EXCELLENCE

JOB DESCRIPTION

Assistant Exams Officer

Post Title:	Assistant Exams Officer
Hours:	35 hours per week, term time + 1 week in the summer holidays during exam period
Line Manager:	Exams Officer
Salary:	SC3/SC4 (depending on experience)

Main Purpose of Role:

- To oversee and manage all aspects of access arrangements
- To assist exams officer in all aspects of examinations and provide administrative and data inputting assistance

Main Duties and Responsibilities:

- To assist with the general administration of examinations and assessments
- To assist with processing examinations entries.
- To assist with the production and distribution of the examination's timetables
- To assist with the acceptance, checking, secure storage and dispatch of examination papers both before and after examinations, in accordance with the JCQ regulations stationary and dispatching of scripts
- To liaise with exams officer in order to provide suitable venue and timetable for students eligible for access arrangements
- To liaise with the SENCo and process access arrangements
- Keep up to date and comply with JCQ regulation changes and implement when necessary Ensure that learners are assessed for exam access arrangements in line with JCQ regulations.
- Liaise with the Exam Access Assessor to help to ensure that Joint Council for Qualifications (JCQ) deadlines are met.
- Collecting and co-ordinating the completion of paperwork for all students who are eligible for access arrangements
- Communicating with students and parents in relation to existing or proposed access arrangements

- Liaison with Learning Support faculty, Examinations Officer, faculty teaching staff, external professionals (e.g. educational psychologists, CAMHS etc) and other educational settings
- Work alongside the SENCO to organise and managing student files ensuring required evidence is up-to-date, in preparation for JCQ inspection
- Link with curriculum teams to ensure timely and robust referrals for access arrangement assessments, with sufficient evidence provided for assessment.
- Review all progressing students to confirm access arrangements remain valid.

Additional Responsibilities:

- Administrative support
- Invigilate exams when required
- To deputise for the Exams Officer as and when required

General:

- To take part in the school's Professional Review Process to evaluate performance and take full advantage of any available training and professional development opportunities
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in regular meetings when appropriate
- Following the archiving procedure and ensure files are kept up to date and stored appropriately.
- To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request
- The job description with prior consultation with the post holder may be changed by the Headteacher to reflect or anticipate any changes in the job.

M J Fieldhouse Headteacher

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