



**WILLIAM FARR**  
C of E Comprehensive School

# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB ROLE: Examinations Assistant

**Reports to:** Head of Exams and Data

**Grade:** WFS 4

### JOB DESCRIPTION

#### **Overall Responsibilities:**

Under the direction of the Head of Exams and Data, assist with the co-ordination and implementation of the school's examination process for Years 10 to 13. Including assisting with the administration and organisation of all aspects of internal (mock) and external examinations in accordance with the regulations laid down by the various awarding bodies.

#### **Duties and responsibilities:**

##### **Examinations**

- Develop knowledge relating to exam regulations and procedures and keep up-to-date with all examination requirements
- Comply with all JCQ and awarding body regulations, keeping up to date with any changes.
- To act as an invigilator/ reader or scribe where required if an invigilator cannot be sourced.

##### **Assist the Examinations Officer with:**

- Supervising the set up and safe use of technology for relevant exams, in collaboration with the ICT Network Engineer.
- issues that may arise on the day of an examination, such as late arrivals or illness.
- Management of the download of examination results on results days, including the main August examination results days, in liaison with the Senior Leadership Team and to organise the distribution of results to pupils, students and families.
- The processing of Post results services following the issue of examination results

- Maintaining stock levels of all examination related stationery.
- Making examination entries and any amendments to the examination entries as necessary.
- Checking incoming examinations materials and ensuring the safe arrival, logging and storage of examination materials and packing scripts in preparation for dispatch to examiners.
- Coordination of coursework administration.
- Distributing internal statements of entry for student checking and making any necessary amendments.
- Distributing examination timetables for internal and external examinations and dealing with any subsequent queries.
- Preparing exam certificates for distribution and organising distribution.
- Setting up examination rooms.
- Assisting with the preparation of the exam boxes to go out to exam rooms.
- Preparing seating plans.
- Deputise for the Exams Officer in their absence.
- Such other duties as may be reasonably requested by the Examinations Officer.

### **General**

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

## PERSON SPECIFICATION

<b>Qualifications, Knowledge and Experience</b>			
	Essential	Desirable	Assessment
Minimum 5 GCSEs at or above Level 4 or C Grade, including English and Maths	✓		Application
Further qualification that supports the job role		✓	Application
Willingness to undergo in further training and development in the post.	✓		Application
Experience of working in an Examinations Department in the education sector	✓		Application/ Interview
Experience of exam invigilation		✓	Application/ Interview
Excellent Microsoft Excel skills	✓		Application/ Interview
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	✓		Application/ Interview
Knowledge of safeguarding		✓	Application/ Interview
Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations.	✓		Application/ Interview
<b>Personal Qualities</b>			
Must be highly organised and have good attention to detail.	✓		Interview
Ability to work independently and without immediate supervision.	✓		Interview
To be able to meet deadlines and work proactively	✓		Interview
Effective communication and interpersonal skills	✓		Interview
Ability to build effective working relationships with staff and other stakeholders	✓		Interview
Ability to work under pressure and prioritise effectively	✓		Interview