

Exams and Admissions Assistant job description



Reporting to	Exams and Admissions Manager
Grade	Points 12 - 16
Salary	£22,183 - £24,012 pro-rata (Actual salary £10,803 - £11,694)
Hours of work	8.30am to 12.30pm (Monday-Friday) 20 hours per week (flexibility required during exam seasons) Term time only (plus inset days and 5 days in August for external results days)
Other information	Appointment subject to satisfactory references and enhanced DBS check.

Job description

To assist the Exams and Admissions Manager in all aspects of organising exams (internal and external) and in all areas of the admissions process, including the grammar school entrance test.

- Collate internal and external exam requirements from departments
- Liaise with exam boards for all aspects of external exams
- Ensure that JCQ Regulations are followed at all stages of the exam process
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met
- Assist with establishing internal deadlines and processes for collecting/sharing exam-related information from/with relevant internal stakeholders
- Provide all candidates/staff/parents/carers with information regarding examination regulations and requirements
- Administer all processes in the exam cycle
- Support the Exams Manager/SENDCo in implementing examination access arrangements or reasonable adjustments for eligible candidates
- Assist with recruitment, training and managing a team of invigilators
- Assist with the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations

- Ensure all exam accommodation is prepared in accordance with the requirements
- Aid the Exams Manager with the preparation and management of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use external IT systems to help administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations
- Assist in the organisation and running of the grammar school entrance test
- Liaise with parents/local authorities/other schools for all aspects of admissions (including In- Year Admissions)
- Maintain confidentiality at all times
- Undertake training, update or review sessions as required
- This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check, and completion of a Self-disclosure form
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Exams Manager