

## **Job Description**

**Job Title:** Exams Assistant

**Accountable to:** Exams and Data Manager

**Hours:** 37 hours per week

**Weeks:** 42 Weeks per year (Term Time Only plus 2)

### **Core Purpose:**

As directed by the Exams and Data Manager, the post holder will support the Examinations and Data Team by providing administrative and operational assistance to ensure a smooth and compliant process for examinations at Aston University STEM Education Academy Trust (AUSEAT) and our two schools Aston University Engineering Academy and Aston University Mathematics School.

### **Key Responsibilities:**

- To assist with the running of exams across the schools, including:
  - the issuing of both internal and external statements of entry to students
  - distribution of exam timetables and seating plans to students
  - the organisation and supply of all the necessary stationery and materials related to the smooth running of the examination system
  - the preparation of examinations, including the preparation of examination rooms and the delivery of examination papers to examination rooms.
  - receipt and distribution of examination certificates
  - the checking and recording of answer papers against Exam Board Attendance Registers.
  - Exam entries onto the College's MIS system and with enquiries about exams from students, parents and staff.
  - the organisation of invigilators on a daily basis and oversee the distribution of the question papers and appropriate stationary for each exam in accordance with the seating plans.
  - the coordination of events within the examination rooms on a daily basis and to deal with any crises as they occur.
  - the administration of the University Admissions Testing service.
- To assist with the running of T- Level Assessments and Exams.
- To be responsible for checking examination papers when they are received by the College to ensure that the correct papers and numbers have been sent.
- To be responsible for liaising with the IT department ensuring that the rooms are set up for online tests and exams.
- To be responsible for advising departments on sending coursework to the exam board.
- To liaise with Study Support maintaining records for Access arrangements, updating the exams spreadsheet for seating arrangements.
- To be responsible for ordering Modified papers and photocopying onto coloured paper for those students with additional needs and any other access arrangements
- To assist with maintaining and updating the Exams Department Policy manual
- To record non-attendance of exams and ensure the relevant people are informed on a daily basis.
- To invigilate when required

**General Responsibilities:**

- To be aware of and comply with all policies and procedures, particularly those relating to child protection, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person.
- To participate in training and other learning activities and performance development as required.
- To be a co-tutor, when assigned, and to be responsible for carrying out the duties as set down in the generic tutor job description under the direct supervision of the lead tutor.
- To undertake general administration duties as required by the Exams and Data Manager or other members of the Senior Leadership Team.

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 or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**Person specification:**

**Essential**

- Excellent communication and interpersonal skills, combined with enthusiasm for providing a high quality service with a flexible/adaptable attitude
- Strong organisational and time/task management skills, completing tasks to deadlines and standards when juggling competing priorities and interruptions
- Capacity to work independently with minimal supervision but also as part of a team
- Awareness of and willingness to support difference and ensure all pupils have equal access to opportunities to learn and develop
- Commitment to supporting and promoting the Academy ethos and contributing to the overall aims of AUEA
- Good IT skills in Word, Excel and Outlook
- GCSE English and Maths Grades A-C/9-5 (minimum).

**Desirable**

- Prior relevant experience of administration
- Prior experience in a school environment
- Excellent IT skills including Experience in working with data such as excel spreadsheets
- knowledge of Bromcom or equivalent would be an advantage

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**Desirable**

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- Prior experience in a school environment
- Excellent IT skills including Experience in working with data such as excel spreadsheets and ability to mail merge
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