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## Job Description for Exams Assistant

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**Responsible to:** Trust Exams Manager

**Based at:** New College Bradford

*\*Please note that due to the nature of this post, there will be a requirement for flexibility with working hours to meet the needs of the organisation throughout the year, particularly during exam periods. In some weeks, your hours may increase to full time and in other weeks, fewer than 20 hours will be required. The majority of your hours will be worked during term-time, however there may be some requirement to work during school/college holiday periods. Actual working pattern is to be agreed with the Exams Manager/Officer and will be communicated to you in advance. The variation in hours will not affect your salary. This will be paid equally over 12 months.*

### OVERALL PURPOSE OF THE POST

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- To work as part of the Trust Exams Team, providing a high quality, efficient and effective exams service to all Centres within the Trust (based primarily at New College Bradford but with flexibility at other sites within the Trust, as required).
- Under the direction of the Trust Exams Manager, support the administration, organisation and smooth running of examinations across all sites.

### MAIN DUTIES

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- Under the direction of the Trust Exams Manager, support the Exams Officer with administration for all internal and external examinations including re-sits for all Centres within the Trust, primarily working on New College Bradford exams.
- Support the Exams Officer in running examinations, including practical exams and assessments, but not limited to: preparation of exam room(s), meet/update invigilators, dealing with student access arrangements, assist with the distribution/collection of exam papers, recording absentees, exam changeovers, starting exams, prepare and pack scripts for dispatch and uploading of work to exam board secure portals.
- Assist in the collection, distribution and dispatch of student coursework.
- Assist with receipting, collating and distributing exam board certificates.
- Assist with the recording of accurate information and documentation about students requesting or requiring special provisions in examinations (Access Arrangements).
- Adherence to the guidelines and procedures laid down by the examination boards and the JCQ.
- Assist with the production of seating plans.
- Support the administration of all relevant stationery, mark lists, attendance lists, and packages addressed to examiners.
- Support the Exams Officer in receipt and logging of all examination papers and/or scripts, ensuring that all examination materials are stored and secured at all times. Ensure the secure disposal or distribution of used examination papers following a specific holding period.
- Under the direction of the Exams Officer ensure all notice boards are up to date, as directed.
- Support the organisation of, and attend student results days.
- Use word-processing, spreadsheet or other software packages, to provide a high quality and efficient service, in preparing documents, reports, letters, etc, as and when required.

- Assist with maintaining manual and computerised record systems, including spreadsheets, for financial records.
- Assist with maintaining an appropriate and efficient filing system for the Examinations Office.
- Flexibility to work across Trust sites to support the efficient and effective administration of exams at all centres within the Trust, as and when required.
- Undertake other duties as requested.
- You may be required to work up to 2 evenings per academic year to support trust events.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people.*

*Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.*

*The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.*

*All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

## Person Specification for Exams Assistant

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIREABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using Microsoft Word and Excel to an intermediate level.</li> <li>• Experience of working in an administrative role in Examinations.</li> <li>• Experience of maintaining efficient filing systems.</li> <li>• Experience of using computerised administration systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Unit-e.</li> <li>• Experience of using PowerBI.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good standard of English and written communication.</li> <li>• Willingness to undertake further training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuous professional development.</li> <li>• Good word processing skills.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of how to handle sensitive data of a confidential nature.</li> <li>• The ability to behave in a corporate way, communicating and promoting the Trust’s vision and values to staff, students and stakeholders.</li> <li>• The ability to handle pressure, to prioritise tasks and to meet deadlines.</li> <li>• Customer service/care approach to work.</li> <li>• Good problem-solving skills.</li> <li>• Good organisation and time management.</li> <li>• Attention to detail/accuracy.</li> <li>• Ability to follow pre-defined procedures.</li> </ul>	
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate at all levels (both internally and externally).</li> <li>• Ability to work effectively as part of a team</li> <li>• Openness to change and innovation.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and commitment for the post.</li> <li>• An interest in working in the education sector.</li> <li>• Flexible approach to work – ability to work early mornings/late evenings when required and to move across sites in the trust when required.</li> <li>• Commitment to equal opportunities and safeguarding.</li> </ul>	