

# HIGHDOWN SCHOOL AND SIXTH FORM CENTRE



## **JOB DESCRIPTION** **EXAMINATIONS ASSISTANT**

Reports To: Examinations Officer

Hours: 37 hours per week. Term time only, 5 x staff training days plus 2 weeks around results days

Payscale: Point 5-6

### **Job purpose**

To assist the Examinations Officer in the day to day running of the Examinations Office.

### **Key accountabilities:**

During Examination sessions

- Booking in deliveries from Awarding Bodies and placing them in secure storage
- Organising materials, papers and equipment for each examination
- Collating student's scripts, checking against the official register and preparing for postage
- Invigilation, if required
- Communication about exam arrangements, e.g. seating plans, JCQ signage
- Coordination of alternative exam arrangements and venues, working with the SENDCo.

General

- Filing
- Liaising with and sharing information with Curriculum Leaders and Heads of Achievement
- Tracking documents out to departments and back into the Examinations Office
- Updating exam notice boards
- Keeping venue files up to date and supplied with relevant paperwork
- Use of Examinations Office module in SIMS – to administer reports, entries, etc
- Checking certificates and assist with the organisation of Presentation Evening
- Liaising with SENCo and VI unit to ensure all paperwork is in order for exam support, where required, and for access arrangements.

### **Person Specification:**

- Accuracy and attention to detail
- A flexible approach to work
- Reliability and punctuality
- Common sense, initiative and the ability to problem solve
- Good communication skills with different stakeholders
- The ability to follow instructions
- The ability to keep calm under pressure

This job description may be revised as the needs of the school change in future.