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| **Job Description – EAST MIDLANDS ACADEMY TRUST** | |
| **Job title:** | Examinations Assistant |
| **Responsible to:** | Deputy Headteacher  Exams Officer / Exams Manager  Executive Headteacher / Headteacher |
| **Liaising with:** | School colleagues, EMAT senior leadership teams, parents/carers, trust central team, governors, other trust schools, external agencies, relevant support staff. |
| **Working hours:**  **Pay range:** | 30 hours per week over 40 weeks a year (1200 hours per year)  *Flexible working needed – longer days during exam periods (Nov/Dec, Feb/Mar, and May/June) and shorter days when exams are not on.*  40 weeks a year (term time plus 5 training days and 1 week in August to include GCSE & A-Level results days)  Scale point 3-5 |
| **Contract terms:** | Permanent |



All staff should be committed to the school and East Midlands Academy Trust’s purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

**Purpose of the job**

* To support the Examinations Manager in the administration, organisation and smooth running of all public and internal examinations and related tasks that take place within the school.
* To aid collection, storage, handling of all examination materials within the school.
* To deputise for the Examinations Manager as and when required.
* To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
* To ensure examinations are conducted in accordance with the regulations.
* Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the Examinations Manager in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.

**MAIN DUTIES AND RESPONSIBILITIES**

* To liaise and support teaching and all associated colleagues with all administrative processes connected to examinations and to advise where necessary
* To ensure that the school always remains compliant to JCQ regulations and to attend training annually or as required by the JCQ
* To develop and maintain a good working relationship with all external stakeholders
* To protect and enhance the reputation of this Centre
* To work closely with all the awarding organisations used by the school
* To liaise with other institutions as necessary
* To work closely and sympathetically with the site team and other non-teaching departments without whose support the examinations process could not function smoothly
* Assist in the running of public examinations including practical assessments and online tests
* Liaise with teaching staff and awarding bodies regarding pupil entries
* Assist in making accurate and timely entries and registrations with examination boards for public exams (i.e. GCSE and A Level).
* Disseminate information about the examinations process to all stakeholders including teaching staff, senior leaders, pupils, and their parents, and respond to any complaints and queries that may arise
* Order examination papers/stationery and be responsible for their secure storage from the time they arrive until they leave the Centre
* Work with the Examinations Manager and other staff within the school to arrange the most suitable exams accommodation, set up rooms, create exam and invigilation timetables, resolve any clashes that arise and make appropriate provisions for pupils
* Brief pupils on examination procedures and conduct, and produce guidelines for staff, pupils and parents
* To develop and implement internal (mock) timetables for all year groups as required
* To ensure that the school website is regularly and accurately updated
* Assist in the copying and distribution of results to students
* To organise the checking and issuing of certificates to students
* Be present on results days and afterwards for any review of results
* Respond to enquiries from potential Invigilators and assist the Examinations Manager and HR in the selection process if required
* Assist in the training and deployment of invigilators
* To liaise with the SEND team and specifically the Centre Assessor to process Access Arrangements for students in line with JCQ regulations.
* To ensure that all students entitled to Access Arrangements have the opportunity to use them
* Process enquires about results and examinations

**Other**

* Undertake training, updated or review sessions as required
* Undertake other duties as appropriate to the grade and responsibilities of the role as maybe required by the Examinations Manager/Deputy Headteacher responsible for examinations, for example:
  + The preparation for and conduct of internal examinations under external examination conditions
  + Other exams-related administrative tasks

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

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| Compiled by: **HR** | Revision Number: v2 |
| Approved by Headteacher: | Revision Date \_\_\_/\_\_\_/\_\_\_ |
| Approved by SWHRBP: | Date: \_\_\_/\_\_\_/\_\_\_ |
| Agreed by Headteacher: | Date: \_\_\_/\_\_\_/\_\_\_ |
| Agreed and signed by post holder: | Date: \_\_\_/\_\_\_/\_\_\_ |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

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| **Person Specification** | **Essential** | **Desirable** |
| **Education and Qualifications** | | |
| GCSE Grade C/4 or equivalent in Maths and English | **X** |  |
| Relevant administration qualification |  | **X** |
| **Experience** | | |
| Relevant administration experience | **X** |  |
| Knowledge and understanding of administrative processes and procedures | **X** |  |
| Excellent verbal, written and oral communication skills | **X** |  |
| Ability to communicate across all levels of the organisation | **X** |  |
| Ability to manage self and others | **X** |  |
| Ability to work under pressure to meet deadlines |  |  |
| Takes the initiative in solving problems and looks ahead and takes action to avoid problems | **X** |  |
| Exercises tact and diplomacy when dealing with a broad mix of people | **X** |  |
| Experience of improving processes and systems in an office environment | **X** |  |
| Ability to work to a high standard of accuracy and attention to detail | **X** |  |
| **Knowledge and understanding** | | |
| Identifies the extent and nature of conflicting demands and makes specific recommendation to resolve them | **X** |  |
| Demonstrates integrity and discretion when dealing with sensitive information or advice | **X** |  |
| Seeks and considers feedback from others of own actions | **X** |  |
| Shares experience and works collaboratively | **X** |  |
| Identifies personal learning needs, and plans and takes action | **X** |  |
| **Skills and Attributes** | | |
| Stores information according to department policy and provides audit trails to others to meet their requests | **X** |  |
| Demonstrates integrity and discretion when dealing with sensitive information or advice | **X** |  |
| Seeks and considers feedback from others of own actions | **X** |  |
| Works collaboratively | **X** |  |
| Successfully establishes and develops working relationships | **X** |  |
| Endeavours to use project management tools and techniques to achieve results, with a process for consultation and monitoring | **X** |  |
| **Personal Qualities** | | |
| Highly motivated | **X** |  |
| Ability to work as a team | **X** |  |
| Flexibility around tasks required from team | **X** |  |
| **Further requirements** | | |
| Ability to travel to attend meetings and schools | **X** |  |
| Commitment to working within the principles of equal opportunities | **X** |  |
| Supportive of the ethos of the trust and school | **X** |  |
| Willingness to work flexible hours on occasions in particular exam periods | **X** |  |

# **Notes:**

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post holder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_