

Exams Assistant

Job Description

Reports to: Examinations Manager

Responsible for: Supporting the effective administration and delivery of examinations and assessments

Contract: Permanent/term-time, plus up to 2 weeks during the summer break

Hours: 30 hours per week, across 5 days

Salary: SCP 18 - 22

Job Purpose

To provide efficient administrative support to the Examinations Manager in the planning, organisation and delivery of internal and external examinations. The postholder will ensure examinations are administered accurately, securely and in line with awarding body regulations and school procedures.

The role requires excellent organisation, accuracy, confidentiality and the ability to remain calm and professional during busy periods.

Key Responsibilities

Examination Administration and Support

- Support the administration of internal and external examinations throughout the academic year, ensuring examination conditions, security and confidentiality are maintained.
- Assist with examination entries, amendments, withdrawals and access arrangements.
- Prepare timetables, candidate lists, registers, seating plans and examination documentation.
- Support candidates and provide clear information about examination arrangements.
- Prepare and support the secure receipt, storage and distribution of examination materials.
- Assist with the set-up of examination rooms and the coordination of exam supervision in accordance with regulations.
- Report and record incidents or examination irregularities as directed by the Exams Manager.
- Collect, check, package and dispatch completed examination scripts in line with awarding body requirements.
- Assist with the administration and distribution of examination results.
- Maintain accurate examination records, including entries, attendance and results.
- Support the administration of reasonable adjustments and access arrangements.

Communication & Administration

- Respond professionally to routine enquiries from students, parents/carers, staff and external organisations.
- Communicate examination information accurately and within required timescales.
- Maintain organised electronic and paper records.
- Use relevant IT systems and examination software to maintain and retrieve information.
- Generate termly student academic reports.
- Administer the Parents' Evening system.

Wider School Responsibilities

- Provide clerical and administrative support to the main school office, including photocopying, reports, letters, filing and minute-taking.
- Undertake reception duties and respond to enquiries in person, by telephone or electronically.
- Act as a school First Aider.
- Undertake other reasonable duties appropriate to the level and nature of the post.

Professional Responsibilities

- Maintain confidentiality and comply with data protection, safeguarding, health and safety and other school policies.
- Keep up to date with relevant examination regulations and procedures.
- Attend relevant training and development.
- Work flexibly during peak examination periods, including occasional early starts or additional hours when required.