

GARTH HILL COLLEGE JOB DESCRIPTION

POST: Examinations Assistant

GRADE: BGJ 4-6

HOURS: 18.5 hours per week (46.2 weeks per year). Term time plus 6 days in August for exams results processing and one training day.

REPORTING TO: Examinations Officer and Administration Manager

LIAISON WITH: Data Manager, Network Manager, Administration Manager and key administration assistants, College's Attendance Officer, SENDCo/ Assistant SENDCo, Faculty/Subject Leaders, Principal, Vice-Principal, other members of the College's Senior Team as appropriate, external third parties, including LA service providers and awarding bodies.

JOB PURPOSE:

To support the work of the Examinations Officer in running an effective and efficient examinations system, acting as a liaison with all staff, and assisting in directing the work of the team of external Invigilators. To provide support to the wider administration team.

MAIN DUTIES AND RESPONSIBILITIES:

1. Ensure all public and internal exams are run effectively and efficiently according to Joint Council Regulations.
2. To assist with the administration of examinations and ensuring correct entries are made for all public exams within the required deadlines.
3. Work with SEND team including the SEND administrator to process all relevant access arrangements and ensure they are in place in readiness for exams and all relevant exam documentation completed.
4. Disseminate information about public exams to staff, pupils, and their parents to include regulations relating to examinations and coursework.
5. Process all requests for examination re-sits and enquiry about results ensuring payment received from pupils.
6. Seat pupils for all exams, produce individual and summary timetables for pupils and staff as well as pupil examination results documentation.
7. Check and sort examination papers as they arrive and ensure security of all examination materials at all times.
8. Produce seating plans.
9. Support invigilation activities.
10. Liaise with staff, parents and pupils regarding any examination or post results enquiries.
11. Check all examination entry invoices against entry information and query where appropriate.
12. Maintain stocks of examination stationery.
13. Check and distribute examination certificates.
14. Deal with ad-hoc requests for exam information.
15. Help arrange co-ordinate the invigilators AGM and training
16. To provide aspects of administration support for a 'school' which may include correspondence, detentions, logging pupil incidents, organising incident statements and pupil behaviour logs, filing, arranging trips, data boards.
17. To provide support to the administration team working closely with, and being supportive of colleagues, providing assistance where necessary
18. To undertake answering of incoming and internal telephone calls, taking messages, undertaking any action necessary, and following up as appropriate
19. To undertake retrieval of information, generation of general reports etc. from SIMS as required
20. To undertake any other tasks as required by the Administration Manager
21. To maintain appropriate standards of professional appearance and conduct
22. To comply with College policies and to maintain the total need for confidentiality and data protection.
23. To assist with some attendance administration and other tasks as required by the College Attendance Officer.
24. Assist the Data and Examination Department with administrative tasks during peak times.

ADDITIONAL RESPONSIBILITIES:

- The post holder may be required to undertake other responsibilities as mutually agreed.
- The duties and responsibilities of this post cover a wide range. If less than the full responsibilities apply this will be reflected in the grade allocated within the range available.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All staff employed in the school must be aware that an enhanced DBS check will be undertaken.

Signature: _____

Date: _____