

## Exams Assistant Job Description and Person Specification

### JOB DESCRIPTION

<b>Job Title:</b>	Exams Assistant
<b>Grade:</b>	TPAT Point 2
<b>Hours:</b>	Casual basis determined by Exams Officer
<b>Responsible to:</b>	Exams Officer, Headteacher
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	Students, Headteacher, Leadership Team, Exams Officer, Teaching Staff, Support Staff

#### **Main Purpose of Job:**

The post holder will assist the examinations team in the correct running and supervision of examinations including, when necessary, assisting with the preparation of examination rooms, completion of examination paperwork, attendance registers, invigilation reports, collation of examination documentation.

#### **Main Duties and Responsibilities:**

- To assist in the preparation of the examination room ensuring that it meets the JCQ requirements.
- To manage candidates' assembly in the examinations' room/hall in an orderly manner ensuring pupils are seated appropriately.
- To fully brief pupils to ensure that they are made fully aware of exam conditions before the exam commences.
- To ensure the correct identification and registration of candidates.
- To act as a reader, scribe or prompt for allocated candidates as directed and trained by the Exams Officer.
- To be responsible for opening papers and authorised materials and to distribute these to candidates in accordance with the examination rules and regulations.
- To attend to late or unregistered candidates quickly and efficiently with minimum disruption and in accordance with the examination rules and regulations.
- To notify candidates of exam start and finish times ensuring that efficient timekeeping is maintained. To record all start and finish times in accordance with the examination rules and regulations. To ensure students have clear sight of a clock within the exam venue.

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- To respond to queries regarding paperwork and administration in accordance with examination rules and regulations.
- To contact a named teacher/examinations manager in the event of candidates raising concerns or difficulties in respect of an examination paper where a professional judgement may be required. To report any concerns regarding the conduct/administration of the examination to the exams officer.
- To supervise candidates in a quiet and unobtrusive manner.
- To notify the examinations manager of any disruptions that may occur.
- To ensure that examination is carried out strictly in accordance with the guidelines set out by the Joint Examinations Board.
- To supervise any candidates who may need to leave the room in accordance with the exam regulations.
- To ensure that exam conditions are maintained until candidates are dismissed.
- To collect and collate examination scripts ensuring no documents are left unattended at any time and are promptly packaged and or delivered to the exams officer/person responsible for examinations.
- To ensure that the room and desks are clear of unauthorised materials and in good order.
- To undertake training relating to the job as required.
- To undertake other related duties appropriate to the grading of the job as required.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, and national legislation (including Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- To maintain an awareness of Safeguarding Children and Every Child Matters initiatives.
- To adhere to all school policies and procedures as relevant to the role including staff dress code, use of social media and expectations for professional conduct.

**Date Prepared: October 2022**

## Exams Assistant Job Description and Person Specification

**Job Description Prepared by: Data/Exams Manager**

### PERSON SPECIFICATION

**Job Title:** Exams Assistant

**Department:** School-based

**Person Specification prepared by:** Exams Manager

**Date prepared:** October 2022

Attributes	Essential	Desirable	How Identified
<b>Relevant Experience</b>	Experience in basic administration.	Previous experience in invigilating or supervising examinations.  Experience of working with young people.	Application form.
<b>Education and Training</b>	Attainment of GCSE qualifications or equivalent (level 2 standard of education).		Application form.
<b>Special Knowledge and Skills</b>	Excellent communication skills.  Excellent verbal, written and oral skills.		Application form.  Interview
<b>Any additional factors</b>	Meticulous approach to work.  Flexibility in approach to work  Ability to remain calm under pressure or during unexpected circumstances.  Ability to listen and communicate effectively with students during exam conditions.  Reliable and punctual.  Ability to work to predetermined instructions.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Application form.  Interview.