



THE JOHN COLET SCHOOL JOB DESCRIPTION

POST:	Examinations Assistant
GRADE:	Range 3
PATTERN:	25 hours per week, but flexibility required during peak exam season, 39 weeks (term time plus 5 days over the summer results days) plus up to 2 days on a timesheet basis
RESPONSIBLE TO:	Examinations Officer

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

DUTIES AND RESPONSIBILITIES

The post is a part-time, 25 hours per week over 39 weeks contract with working hours and days organised according to the exam timetable. This effectively means that the person appointed will be required to work flexibly and undertake longer working days during particularly busy examination periods which will be balanced by shorter working days at quieter periods. In practice the busiest period runs from December through to the end of exams (normally end of June or beginning of July).

Assist and support the Examinations Officer with:

1. Dealing with examination queries and liaising with students, parents/guardians, staff and external organisations as appropriate.
2. Liaising with Subject Team Leaders regarding examination requirements in particular for mock examination series.
3. Preparing examination timetables using information collected.
4. Management of the invigilation team – collecting availability, allocating sessions, correspondence, training, retention, timesheet approval, meeting preparations.
5. Setting up examination rooms.
6. Managing operational aspects of mock examination series such as: supporting checks of incoming examinations materials, preparing classlists and candidate cards and packing scripts for return to teaching staff.
7. Preparing exam certificates for distribution and organising distribution.
8. Organisation and administration of non GCSE/A-level assessments for example: Year 7 Cognitive Ability Tests and Functional Skills Assessments
9. Administration of Exam Access Arrangements applications.
10. Facilitating Exam Access Procedures to include the setting up of laptops for students

11. Such other duties as may be reasonably requested by the Examinations Officer.

General

1. To assist with other administrative activity when necessary.
2. To provide support to pupils during periods of contact and help promote a general feeling of well-being within the school.
3. To participate in the school's appraisal/CPD system.
4. To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
5. To undertake other work as directed by your Line Manager.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

May 2025