

Exams Assistant

The Exams Assistant provides high-quality administrative and operational support to the Exams Manager in the planning and delivery of all internal and external examinations. This role is essential for ensuring the accurate maintenance of student records, coordinating invigilation logistics, and maintaining a calm, compliant environment for students during critical assessment periods.

Core Purpose

- Support the Exams Manager in the end-to-end administration of assessments, reporting, and examinations.
- Coordinate the logistics for both internal and external examination sessions, ensuring full compliance with regulatory requirements.
- Maintain accurate student data, including timetable changes, grade sheets, and access arrangements.

Key Areas of Responsibility

1. Examination Coordination and Logistics

- Coordinate all internal examinations, including the creation of timetables, seating plans, invigilation schedules, and the preparation of examination papers.
- Manage the daily running of examination sessions, serving as the primary point of contact for invigilators.
- Coordinate post-examination administration and ensure the secure handling of completed scripts.
- Assist the Exams Manager with applications to new examination boards and maintaining current board requirements.

2. Data and Record Management

- Maintain and update student records on the academy's management information system, including bulk and ad hoc set changes.
- Process ad hoc timetable changes and reissue updated versions to students as required.
- Obtain missing Key Stage 2 data for new students and highlight necessary baseline testing to faculty staff.
- Coordinate the generation and distribution of student grade sheets through the academy system.

3. Specialised Support and Liaison

- Collaborate with the SENCo to coordinate special access rights and arrangements for examinations.
- Process and submit claims for special considerations and access arrangements to relevant boards.
- Manage communications with parents regarding school login enquiries and other exam-related matters.
- Handle enquiries regarding past student certificates and coordinate the writing of student references.

4. Resource and Financial Administration

- Coordinate invigilator payroll and payment details in liaison with the Finance Manager.
- Track and monitor invoices related to the examinations budget.

5. Annual Reviews and Statutory Duties

- Coordinate the full schedule of Annual Reviews for pupils with Education, Health and Care Plans (EHCPs).
- Attend and, where appropriate, chair Annual Review meetings in collaboration with families and professionals.

Professional Expectations

This job description outlines the general duties and responsibilities of the post but does not specify the time allocation or detailed working methods for each. Duties may evolve in line with the changing needs of the academy, and the description will be reviewed at least annually in consultation with the post holder.

Flexibility and collaboration are key aspects of the role. The SENCo is expected to contribute to the wider leadership of the school and support the development of inclusive practice across all departments and phases.

Safeguarding and Pupil Welfare

All responsibilities must be carried out in line with the Trust's safeguarding policies. The SENCo plays an essential role in promoting a safe, supportive environment for all pupils, especially those who may be more vulnerable due to their individual needs.

Staff are expected to understand the indicators of abuse and neglect, and to take prompt, appropriate action where concerns arise. All members of staff must be familiar with the latest Keeping Children Safe in Education guidance and engage with annual safeguarding training.

Person Specification – Exams Assistant

This section outlines the essential and desirable attributes expected for the role of Exams Assistant.

Qualifications and Training

Essential:

- Educated to GCSE level standard or equivalent, including English and Maths at Grade A*-C or Level 4 and above.
- Basic proficiency in using technology, including computers and photocopiers, with a willingness to develop these skills further.
- Awareness of safeguarding and child protection procedures

Experience

Essential:

- An interest in working with children, particularly those with diverse needs.

Desirable:

- Experience in a similar administrative role within a school setting.
- Experience working with children who have special educational needs or supporting small groups of pupils.

Professional Knowledge, Skills and Understanding

Essential:

- Basic knowledge of Special Educational Needs and Disabilities (SEND) and other barriers to learning, such as ASD or mental health.
- Excellent interpersonal and communication skills, with the ability to build positive relationships with both children and adults.
- Understanding of basic first aid principles.

Desirable:

- Understanding of child development, learning processes, and the National Curriculum.
- Strong organisational skills and the ability to work independently when required

Personal Qualities and Attributes

The successful candidate will be a **meticulous and highly organised** individual who can maintain accuracy under the pressure of strict deadlines. They must demonstrate a **calm and patient demeanor**, especially when managing stressful situations during examination periods.

A high level of sensitivity and **active listening skills** is required to respond appropriately to the needs of students. Above all, the Exams Assistant should be a proactive team player with a **genuine desire to make a difference** in the lives of young people and the **flexibility to adapt** to the shifting demands of a busy academy office.

