

Job Description

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

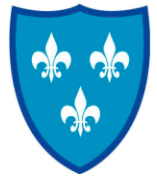
Job Title:	Examinations Assistant
Line Manager:	Examinations Officer
Location:	Soham Village College
Salary:	Scale 3
Hours of work:	During 2-week specified exam periods in November, March, May and June. Dates of exam periods to be confirmed each academic year. Core hours 7am - 2pm, with additional hours up to 5pm, as needed and agreed in advance. Additional days as required for internal exams or exam preparation, to be agreed in advance.

Job Purpose:

To support the Examinations Officer in the efficient planning and management of school and public examinations.

Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share
- Responsible for ensuring the exam venue JCQ regulations are adhered to throughout the exam season
- Responsible for ensuring the collation and distributing of all scripts for the internal exams, including printing electronic scripts
- Assist in the preparation of exam administration, including seating plans & student labels
- Assist in the preparation and clearing of exam venues in accordance with the JCQ regulations, including signage, seating plans, paper resources and specific equipment
- Assist the Examinations Officer with organising the correct resources are received for each exam venue, including the specific needs for students with access arrangements
- Assist in collating and dispatching GCSE scripts to the examination board
- Support the Examination Officer with student attendance and any arising issues during an exam



- Support Exam Invigilators in the smooth running of the exam venues, ensuring equipment for Invigilators is replenished when required
- Other duties and responsibilities, express and implied, which arise from the nature and character of the role and are commensurate with the grade of the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.