



# Assistant Examinations Officer

## Job Description & Person Specification

**EMMAUS**  
**CATHOLIC MAC**  
Our journey with Christ



### **Job Description for Assistant Examinations Officer**

**Grade:** Emmaus Catholic MAC Support Staff Pay Scales  
Grade 3 (SCP 3-4)  
£24,796 - £25,185 per annum FTE (pro-rata 40 weeks, FT £21,953.23 - £22,802.37)

**Line Manager:** Examinations Officer

### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

To work under the guidance of the Examinations Officer and to carry out the duties as set out below.

#### **Job Purpose:**

To be responsible to the Examinations Officer and assist in all aspects of the organisation of examinations at Hagley Catholic High School.

To play a key role in upholding the integrity of the examination/assessment process.

To be readily available to support the school during the main exam periods and results days.

### **SPECIFIC RESPONSIBILITIES**

#### **DUTY HOURS**

The postholder will be required to work 35 hours per week, 5 days per week, 40 weeks per year term time only + 5 training days per year + 1 week.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

#### **Key Accountabilities/main duties**

- To be familiar with and conduct examinations in accordance with the Joint Council for Qualifications (JCQ) Instructions for Conducting Examinations, Access Arrangements and Reasonable Adjustments, Special Consideration Process and the awarding body instructions.
- To maintain appropriate and effective security of examination materials.
- To assist with the administration of examination processes.
- To maintain records relating to examinations in accordance with the policies of the school and individual examination boards.
- To produce and distribute individual pupil examination timetables.
- To ensure that papers and associated materials are prepared and ready for use.
- To collect, collate and return completed papers.
- To raise appropriate fees and charges where they apply in accordance with School policy.
- To maintain accurate records of Student Access Arrangements and liaise with the Special Educational Needs Coordinator to establish needs of students.



- To apply for Access Arrangements approval via JCQ online.
- To assist with the management and deployment of invigilators prior to the exams, issuing invigilator timetables and liaison in respect of any changes required.
- To assist the Examinations Officer to ensure the appropriate assessment environment is met according to JCQ regulations.
- To assist the Examinations Officer to ensure that correct examination procedures are met by invigilators and students according to JCQ standards.
- To liaise with Examinations Officer and ensure that Special Consideration is applied for relevant candidates when appropriate.
- To assist the Examinations Office in downloading, collating, and distributing exam results prior to and on examination results days.
- To assist with managing and administering the receipt, distribution and retention of examination certificates according to the regulations.
- Deputise for the Examinations Officer as, and when, required.

## Health and Safety

- Be aware of the responsibility for personal health and safety and that of others who may be affected by your actions or inactions.
- To fully inform the Examinations Officer on all issues of health and safety.
- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.

## Other Duties

- To attend training, update or review sessions as required.
- To undertake, where required and where able, other duties requested by the Examinations Officer.
- To undertake health and safety duties commensurate with the post and or as detailed in the Directorate's Health and Safety Policy.
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Ensure that all resources are fit for purpose and used in accordance with Health and Safety guidelines.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive



approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.





**Person Specification for Assistant Examinations Officer**

| Task  | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications and Training</b>  |           |           |
| A good general education with maths and English at GCSE C or above, or equivalent                       | ✓         |           |
| <b>Knowledge and Experience</b>   |           |           |
| Previous experience desirable but not essential   |           | ✓         |
| Demonstrable experience of working with or caring with children of a relevant age.                      |           | ✓         |
| Experience of working in a school would be beneficial   |           | ✓         |
| Ability to use relevant technology (e.g. computer/keyboard/photocopier/printer/cd player)               | ✓         |           |
| Demonstrate good numerical and verbal reasoning skills and literacy skills.                             | ✓         |           |
| Ability to work effectively and respond well under pressure, in a calm and professional manner.         | ✓         |           |
| Excellent standards of personal presentation.   | ✓         |           |
| Strengths in communicating with colleagues, individually or in groups.                                  | ✓         |           |
| A knowledge of Equality & Diversity issues.   | ✓         |           |
| Genuine passion and belief in the potential of every student  | ✓         |           |
| A commitment to the principles of professional confidentiality.   | ✓         |           |
| To comply with the Schools commitment to the protection and safeguarding of children.                   | ✓         |           |
| First class organisational skills, with the ability to remain calm under pressure and work to deadline. | ✓         |           |
| Systematic in approach to task, with attention to detail.   | ✓         |           |
| Ability to relate well to children and adults.  | ✓         |           |
| Able to work independently and as part of a team.   | ✓         |           |

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.