



WADDESDON

CHURCH OF ENGLAND SCHOOL

EXAMINATIONS ASSISTANT

JOB DESCRIPTION

Reporting to:	Examinations and Data Manager
Grade:	Bucks Pay Scale 3:16-20
Role Objectives:	<ul style="list-style-type: none"> To support the Examinations and Data Manager in the accurate recording of examination courses on MIS, leading to the organisation and administration of internal and external examinations.
Prescribed Duties:	<p>Examinations</p> <ul style="list-style-type: none"> Ensure full compliance with exam board regulations Work with the Examinations Manager to co-ordinate the preparation and submission of entries to examining bodies, including processing estimated and final entries to boards via EDI Work with the Examinations Manager to organise examinations Book exam rooms and draw up seating plans for all examinations Manage exam clashes and organise supervision Issue examinations timetables to students Work with the Examinations Manager to advise on Special Consideration Assist in the co-ordination of the team of invigilators, including recruitment, training, management and deployment of invigilation staff Take joint responsibility for secure storage of exam papers and related paperwork Working with the Examinations Manager, ensure the accuracy of Course Manager in SIMS Working with the Examinations Manager, reconcile data related to annual returns and the school census Download and distribute results to students (4 days in August) Advise the Deputy Headteacher on awarding body regulation on appeals Process exam marking reviews, script requests and re-sit requests in line with school policy Provide accurate, relevant and timely data following the public examination cycle Organise the administration of University Admissions Tests <p>Additional Administrative Duties</p> <ul style="list-style-type: none"> Assist the Business Manager in other administrative duties and responsibilities commensurate with the level of responsibility of the role <p>Resource Management</p> <ul style="list-style-type: none"> Support the Examinations Manager in the monitoring of the examinations budget expenditure

	<p>Quality Assurance</p> <ul style="list-style-type: none"> • Assist in the day-to-day management of the team of examination invigilators • Quality assure the work of examination invigilators • Ensure invigilators and invigilation processes are fully compliant with safeguarding requirements
	<p>General Responsibilities</p> <ul style="list-style-type: none"> • To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements. • To contribute to the provision of a supportive, aspirational and effective environment for learning. • To support the promotion of positive relationships with parents and outside agencies. • To attend skill training and participate in personal/performance development as required. • To take care of their own and other people's health and safety. • To be aware of the confidential nature of issues and maintain confidentiality. <p>In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.</p>