

## Job Description

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**Job title:** Exams Assistant  
**Reports to:** Exams Manager  
**Location:** Mascalls Academy

### Main duties:

- To work with the Exams Manager on assessment, reporting and examinations.
- To coordinate the administration relating to external examinations and assessments.
- To carry out bulk and ad hoc set changes as necessary.
- To undertake ad hoc timetable changes.
- To make amendments to student timetables and reissue to students as required.
- To coordinate the running of examination sessions, acting as the key contact for invigilators.
- To assist the Exams Manager with undertaking applications to new examination boards.
- To obtain missing Key Stage 2 data for new students entering the Academy throughout the academic year and highlight any required baseline tests to Faculty staff.
- To coordinate post-examination session administration.
- To process and submit special consideration and access arrangement claims.
- To coordinate invigilator pay with the Finance Manager.
- To coordinate the writing of student references.
- To deal with past student certificate enquiries.
- To undertake the tracking of invoices relating to the examinations budget.
- To coordinate all internal examinations including timetables, seating plans, invigilation and examination papers.
- To liaise with parents regarding my child at school login enquiries.
- To work with the SENCO on the coordination of special access rights for examinations.
- To coordinate the generation and distribution of grade sheets via the Academy's Management Information System.
- To support the Exams Manager with appropriate tasks when necessary.

### Professional Development

- To take responsibility for personal professional development
- To take part, as appropriate, in the Academy's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

### Personal Values and Practice

- To support the Academy's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the Academy.

- To be proficient in the application of literacy, numeracy and ICT.
- To safeguard the health and safety of all students both on the Academy premises and when engaged in authorised school activities elsewhere.
- To the effective running of the Academy.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.