






Job Description

Post:	Assistant Examination Officer
Pay Scale:	SP15 - £15.03 per hour including holiday pay
Contract Type:	Casual

This post is subject to Green Book Staff Pay and Conditions. The postholder is expected to uphold the Professional Standards.

 High Standards	<ul style="list-style-type: none"> • Support with arranging, administering, and timetabling of public and internal examinations • Support with the responsibility for complying with the regulations of the examination board and the Joint Council for Qualifications • Upholding the integrity of the exam process
 Daring to Dream	<ul style="list-style-type: none"> • Use your own initiative • Find opportunities to learn from others • Assist in the certification process for students and respond to queries from past students • Energetic and enthusiastic
 Traditional Values	<ul style="list-style-type: none"> • Ability to manage workload appropriately • Always prepared to put the students' needs first • Demonstrate a firm but fair approach to students • Lead by example by having excellent attendance • Treat others with dignity and respect • A 'can do' positive approach • Understand the needs of the students
 Success	<ul style="list-style-type: none"> • A team player respected by others • To undertake training and other duties as directed by the Exams Officer and Principal • Liaise with SENCO/Assistant SENCO for special arrangements for students and deliver support required • Support with arranging, administering, and timetabling of public and internal examinations
 Personalised Support	<ul style="list-style-type: none"> • Support in the recruitment and management (including training) of Examination Invigilators • Support with co-ordinating, booking, and timetabling Exam Invigilators • Demonstrate positive relationships with others • Produce student timetables for examinations and inform students about examination etiquette



Personal Specification

Skills	Assessed
Qualifications/ Training <ul style="list-style-type: none"> • Good numeracy and literacy skills. • Commitment to personal/professional development • Attend and complete relevant training courses 	I I I
Experience <ul style="list-style-type: none"> • Experience of assistant examination in a similar role • Can deal with/liaise with SLT on challenging behaviour • Can deal with first line of enquiries appropriately • Good organising, planning and prioritising skills. • Ability to complete the administration to support examination process including all correspondence from Examination Boards • Examination entries – ensuring all entries are accurate and meet Examination Board requirements • Examination results – including providing information for students, staff, LA, Ofsted, parents, and other appropriate bodies 	AF AF, I AF, I AF, I AF, I AF, I AF, I
Knowledge/Skills <ul style="list-style-type: none"> • Has excellent communication skills • Strives for perfection and has a good attention for detail • Good understanding and ability to use relevant documentation/ technology. • Is calm under pressure • Ability to work constructively as part of a team. • Is systematic and methodical • Is organised and an excellent time keeper • Ability to work independently 	I AF, I AF, I I AF, R I R I
Leadership <ul style="list-style-type: none"> • Can effectively instruct and organise a team • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Willingness to take on other roles and responsibilities within the department • Professional appearance and demeanour • Complete any other reasonable duties as required by the Exams Officer/Principal 	AF, I, R I, R AF, I I I

AF – Application Form, I – Interview, T – Task, R – Reference

