

**Jesmond Park Academy  
Job Description**

<b>Post Title:</b>	Examinations Assistant A4320
<b>Grade</b>	N4      Points 426
<b>Responsible to:</b>	Data Manager and Exam Officer
<b>Responsible for:</b>	N/A
<b>Job Purpose:</b>	To provide comprehensive support and Exams Officer cover to the Exams, Performance Data and Compliance Manager. Assist in provision of all external and internal exams process in accordance with JCQ rules and regulations.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Assist with delivery of the KS3, KS4, KS5 and BTEC examinations provision in accordance with JCQ regulations to ensure all procedures are followed.
2. Assist in ensuring the security of all secure exam materials. To include the logging of all secure exam materials received in school and dispatched to exam boards/staff in accordance with JCQ and exam board regulations also ensuring security of online exams. Accessing exam board information online.
3. Manage delivery of all aspects of BTEC exams including registrations, online booking and seating plans.
4. Liaising with exam boards, staff and students regarding entries and amendments to check and ensure accurate submission within exam board deadlines.
5. Liaising with faculties, preparing base data and timetabling to support the provision of internal exams.
6. Registering, submitting student entries and preparing seating plans for Oxbridge exams.
7. Maintain professional communication with examination boards regarding entry procedures via electronic communication.
8. Facilitate the submission of coursework marks to the exam boards.

9. Assist with the checking of all exam venues prior to each exam to ensure compliance with the JCQ regulations and assist with the supervision of exam invigilators.

10. Act as part of the Invigilation team as and when required.

11. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.

12. To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.

11. Assist staff and students with exam queries.
12. Collect and account for cash and cheques received from students for exam resits and post results, preparing internal banking account form authorising amounts with finance.
13. Manage examination stationery requirements.
14. Downloading of online BTEC exam results from the exam board and informing staff/students. Assist with the provision of the exam results service as required throughout the year.
15. Provide information and advice to students and parents/carers regarding grade boundaries and post results services.
16. To assist with preparation of the examination timetable throughout the year as necessary.
17. Liaise with SENDCO, to quality assure access arrangement administration.
18. Make application for special consideration ensuring this falls within JCQ/exam board criteria.
19. Assist with the checking of exam results data for the DFE checking exercise.
20. Attend internal exams meetings and external network meetings.
21. Ensure incoming and outgoing post is dealt with efficiently.
22. To deputise for the Examinations Officer as required.
23. Promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
24. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.
25. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
26. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.