

**MATRIX ACADEMY TRUST**  
**Job Description – Exams Assistant**

Arrangement:	Full time – 37 Hours Term Time plus 1 week Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm (including a 30 minute lunch)
Salary:	Scale Group 4 Spine Points 13-16 Actual Salary £17,071 - £17,760 FTE £19,521 - £20,309 <i>6-month training package provided alongside probationary period. If successfully passed there will be progression to Exams Officer with increased salary.</i>
Main Purpose:	To assist in the administration of public examinations.
Main Activities:	<ul style="list-style-type: none"> <li>• Acquire and maintain an up to date knowledge of the examinations system, Examination Board regulations and any changes which occur within the examination field</li> <li>• Assist with planning and publicising each year, to staff, parents and students, the examinations schedule encompassing internal and public examinations</li> <li>• Assist with liaising with Examination Boards, Department for Education, Ofqual and QCDA (Qualification and Curriculum Development Agency) regarding aspects of policy relating to examination regulations, attending, when appropriate and in liaison with Line Manager, in-service training provided by Examination Boards and other bodies</li> <li>• Ensure the systems to be used for submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively</li> <li>• Be the School's link with Examination Boards, following up queries from Subject Leaders and Heads of Subjects regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by Examination Boards</li> <li>• Liaise with Subject Leaders and Head of Subject regarding examination entries and the timetable by which entries must be made</li> <li>• Assist with the preparation and submission of examination entries to the relevant Boards</li> <li>• Receive, check and distribute examination entry statements to students, making and submitting any amended entries to the board</li> <li>• Assist with the management of receipt of examination results on results days, including the main August examination results days, in liaison with the Leadership Team and to organise the distribution of results to students and the relevant summaries and data to the Headteacher, Leadership, Subject Leaders and Heads of Subjects</li> <li>• Assist with receiving and processing requests for remarks, receipts of scripts and appeals against results, liaising, as required, with relevant colleagues, parents and students</li> <li>• Oversee the arrangements for special arrangements for relevant students, liaising with Examination Boards and Senco</li> <li>• Organising the sittings for all examinations, including internal school examinations, booking venues and publicising the examination schedule to staff and students</li> <li>• Ensure that all public examinations take place according to regulations published by the Examination Boards and that such regulations are publicly displayed and students duly informed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Receive examination papers and other relevant materials sent by Examination Boards and keep them in a secure place in the Examination Office; collect, log and dispatch all examination scripts, for marking</li> <li>• Maintain accurate records of all examinations, including seat plans and registers</li> <li>• Receive, disseminate, collect and return requests for predicted grades and other information requested by Examination Boards</li> <li>• Make arrangements for students taking examinations outside of the normal venue</li> <li>• Assist, as required, with internal school examinations and other occasions when students are tested/assessed in examination conditions</li> <li>• Undertake general clerical/admin support including typing and word-processing and other IT based tasks</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>

This Job Description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....