

Job Description: Assistant Examinations Officer



Post Details

School/setting:	Poole High School
Post type:	Support Staff
Grade/Pay Level:	Grade 6
Responsible to:	Examination Officer

Main Purpose

The Assistant Examinations Officer plays a crucial role in supporting both staff and students by ensuring the smooth and accurate administration of all internal and external examinations. This position is central to maintaining the integrity of the assessment process and contributes directly to student achievement and school performance. The Assistant Examinations Officer works closely with the Examinations Officer and the wider Administration team.

Duties and Responsibilities

- To assist with the daily running of internal and external examinations. This includes ensuring that all required materials are present in each examination room and that all students with access arrangements have their provisions in place.
- To provide safe custody and organisation of all examination materials, stationery and question papers, in accordance with exam board regulations.
- To organise and prepare the examination rooms in accordance with exam board regulations.
- To participate in briefing students on examination regulations, and to update written guidelines for staff and students.
- To ensure students are provided with examination timetables in a timely and accurate fashion.
- To lead on the arrangement of invigilation, including management of invigilator rotas to ensure that the school has the correct number of invigilators available for each examination day.
- Under the guidance of the Exams Officer, to manage and train the team of invigilators, briefing and training new invigilators as required.
- To liaise with AEN and EAL team co-ordinators to ensure that any access arrangements are in place for each examination for each student.
- To assist in the construction of seating and rooming arrangements ahead of each examination series throughout the academic year.
- To be present and available in school on the day when results are notified to assist with the distribution of results to candidates.
- To oversee the management and storage of formal exam board certificates.
- To ensure that knowledge about the role is up-to-date and maintained, by regularly reviewing all JCQ and Exam Board materials as and when they are updated by awarding bodies.
- To assist the wider administration team during quieter times in the examination calendar.

Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Other Duties

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

Twynham Learning Attributes for all Staff

Ambition for excellence
Professionalism
Humility
Championing change

Inclusiveness
Positivity
Community-mindedness
Being collaborative

Qualifications, Knowledge, Skills and Attributes Required

Essential:

- Excellent standard of English and numeracy
- Confident in the use of IT, including office packages such as Word, Excel, Outlook and mail merge
- Effective communication and interpersonal skills.
- Ability to work independently and demonstrate initiative.
- Ability to reconcile priorities and work to tight exam board deadlines.
- Strong organisational skills

Desirable:

- Experience of working in a school environment
- Enthusiasm and adaptability

Notes

- This job description may be amended at any time in consultation with the postholder.

Glossary

Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](#).