**Job Description**

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| **Job Title:** | **Assistant Examinations Officer** |
| **Department:** | **Examinations** |
| **Location:** | **Chatham & Clarendon Grammar School** |
| **Grade:** | **Band 6 Points 17 - 20** |
| **Responsible to:** | **Examinations Manager (EM)** |
| **Responsible for:** | **N/A** |

**Overview of Job:**

To assist the Examinations Manager (EM) in the administration and organisation of public exams and mock exams.

Job Details: 12 hours per week, Tuesday to Thursday 09.30am to 01.30pm, term time only + full time during exams in May and June + four days in August.

**Key Accountabilities:**

1 Entries

· To import basedata for summer entries into Exam Organiser.

· To organise basedata and create entry marksheets.

· To distribute marksheets to heads of department and retrieve completed marksheets.

· To input entries and check for anomalies.

2 Access Arrangements

· To access awarding body secure sites and apply for access arrangements.

· To liaise with students to get data protection sheet signed.

· To liaise with teaching staff to collect evidence for Y12 students.

· To complete relevant forms for students moving from GCSE to GCE.

3 Public Exam Days

· Assist Exams Assistant with logging exam papers and organising them in date order in secure storage.

· Assist Exams Assistant with setting up exam boxes for exam rooms and distribute to invigilators before each exam.

· Responsible for setting up exam rooms using laptops, printing off candidates’ work and deleting candidates’ work after exam finished.

· Assist EM and Exams Assistant with setting up exam rooms.

· Act as a lead invigilator when required.

· Assist Exams Assistant with preparing scripts for despatch.

· Assist EM and Exams Assistant with formatting laptops before exams and cleaning laptops after exams.

4 Mock Exam Days

· Responsible for printing off candidates’ work and deleting candidates’ work after exam finished.

· Assist EM and Exams Assistant with setting up exam rooms.

· Act as a lead invigilator when required.

5 Post Exams

· Assist EM with processing exam results on GCE and GCSE results days in August.

· Accessing and printing subject results from awarding body secure sites.

· Requesting enquiries about results through awarding body secure sites.

*To perform such duties as the Headteacher may reasonably require or that professionalism dictates.*