



The Crypt School Assistant Exams Officer

The post holder will assist the Exams Officer in organising all exams in the school for Years 10 to 13 and the entrance test. They will also provide administrative support for the Exams Officer. The post holder will undertake additional administrative duties as agreed.

Grade: C11 £15,807 FTE 0.146 actual pay £2307.82 (includes holiday allowance)

This is a fixed term contract of 247 hours ending 31/08/2018. The post holder will need to work flexible hours through all exam periods and must work pre-release and results days in August

Line Manager: Exams Officer

Assistant Exams Officer

Assist Exams Officer in organising all exams

- Disseminate information about public and internal examinations to staff, pupils and parents.
- Collect and disseminate appropriate information from teaching staff
- Administer examination timetables and schedules for invigilators and students including invigilation timetables, clash reports, seating plans and session lists.
- Make appropriate arrangements for pupils with clashes
- Ensure Special Arrangements are in place for any candidates who need them
- Ensure correct exam materials are available
- Ensure levels of security for all examination materials meet with JCQ Regulations
- Organise the publication and distribution of exam results

Provide administrative support for the exams officer

- Respond to exam officer enquiries
- Update Progresso and use reporting function
- Compile, check, amend and issue any necessary reports or returns to external agencies
- Manage candidate fees and verify invoices
- Manage certificates and issue to candidates

Other Duties

- To participate in the appraisal / performance management system
- To undertake appropriate training
- To cover for the Exam's Officer as required
- Other duties and responsibilities which might reasonably be required by the Headmaster

Qualities required

- Forward planning and organisational skills
- Meticulous
- Calm, flexible, dependable, reliable
- Work under pressure to deadlines
- Ability to work with and to manage others
- ICT literate
- Maintain confidentiality
- Ability to make decisions
- Sense of humour