

## Exams Assistant – Job Description



### Reporting to the Exams Manager

Hours: 31 hours per week, term time only plus 2 weeks  
Grade: Sixth Form Colleges' Support Staff Pay Spine, Points 3-6

The Exams Assistant is responsible for providing administrative and clerical support to the Exams Manager and, for occasional periods, the MIS Manager.

The role will be predominantly working within Exams and this will include assistance in the data entry, maintenance and checking of student exams related information on the College's Management Information System.

During exams periods, this role will involve the administrative preparation prior to exams, providing support to staff and students during exams and collection / collation of papers post exams and the distribution of exam results.

Due to the nature of the exams function, this role will require working more hours at particular times of the year, notably during the exam periods (for example, November and from May to the end of June). You will be expected to have a flexible approach and work the hours required to complete the administration of the exams. Time off in-lieu can be then taken to recompense the hours accumulated during any exam periods. This will be organised, planned and agreed with the Exams Manager. You will be required to be in College for the summer AS/A2 results and the immediate weeks following.

This is a cross site role, and as such the postholder will be expected to work across both the Prior Pursglove College and Stockton Sixth Form College sites.

### Main responsibilities:

- General day-to-day clerical/administration support to assist the Exams Manager in the smooth running of the Exams function.
- Assisting in the input and checking of exams data used in the MIS system
- Assisting in the production and distribution of any exams related reports
- Assisting in communicating with other members of College staff in order to ensure that the quality of data in the MIS system in relation to exams is maintained at the highest level
- Distribution of all exam documentation to students/staff before relevant deadlines, also ensuring that all up to date notices are made available.
- Once Exams season commences, with the Exams Manager, check all papers have been received and ensure security and confidentiality. Compile exam room boxes for each location and for each student with a Learning Support need. Produce copy exam papers in relevant formats for Learning Support students e.g. enlarged or coloured copies. Receive all completed exam scripts – collate, pack and maintain records for Inspection.
- Receive, check and distribute certificates and maintain archive system for all current and ex-students.

- Provide relevant administration support in relation to access arrangements for students as directed by the Exams Manager, including the preparation of 'exam boxes' for candidates requiring additional time, rooming, and/or support.
- To assist the MIS Team during the enrolment period with input of student data.
- Carry out such similar duties as may be required by the Principal, commensurate with the post.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

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### Essential

- At least 5 GCSEs at A – C or equivalent Level 2 qualification including English and Mathematics
- Excellent organisation, administrative and time management skills
- Experience of using Management Information Systems in updating records, modifying data in a methodical considered manner, outputting reports and general maintenance operations.
- Preparation and organisation of data to be input and reports to be output
- Good problem solving skills and an ability to know when to inform others of issues
- Capable of working under pressure to meet tight deadlines without supervision
- Accurate data input skills and attention to detail
- Willing and able to work flexible and/or additional hours when required to adapt to changing priorities
- Able to communicate effectively with staff, students and external organisations
- Able to work on own initiative and as part of a team
- Able to follow and enforce mandatory regulations
- An understanding of and commitment to Data Protection and confidentiality
- Able to remain calm under pressure

### Desirable

- Experience of working in an MIS or Exams office.
- Experience of working in a post 16 establishment.