

Haydock High School

Post: Examinations Assistant

Scale: SCP18 - SCP21

Responsible to: Deputy Headteacher (Assessment Lead)

Purpose of the Post: To provide an efficient administration of all formal examinations at the school and provide general administration support for the office team. To organise marketing activities for the school.

Examination Organisation and Administration

- To provide an efficient and effective service for the co-ordination and administration of exams which includes, but not exclusively,
 - adhering to and informing relevant staff of JCQ guidelines and regulations
 - co-ordinating the receipt and checking of awarding body fees and liaise with the Finance Manager for payment
 - organising exam entries to ensure accuracy and load them to the awarding bodies
 - producing examination timetables for all students and staff and ensure there are no clashes
 - maintaining accurate candidate data in accordance with the Data Protection Act
 - organising and setting up suitable locations for exams in accordance with JCQ regulations
 - creating seating plans for exams and store in line with JCQ regulations
 - receiving and storing exam papers securely in accordance with JCQ regulations and ensure there are sufficient papers and stationary for each exam
 - Organising and training exam invigilators and ensure there are adequate for each exam in accordance with JCQ regulations
 - Ensuring completed exam scripts are stored or posted in accordance with exam awarding body guidelines
 - Co-ordinating special consideration applications as required
 - Co-ordinating post results service for re-marks requests in accordance with JCQ guidelines
 - Attending and communicating the arrangements for exam results day
 - To take responsibility for examination stock
 - To disseminate information about public exams to students, parents, teaching and support staff in advance of all exams ensuring that all are fully aware of exam guidelines and protocols through
 - To liaise with subject leaders on student entries, dates, times, number of entrants and tiers of entry

Marketing

- Attend and minute meetings as appropriate with staff when the school is planning marketing and promotional campaigns.
- Contact the media to communicate the schools' successes and advertise school events.
- Photograph all events adhering to the Council's Data Protection Policy and College's Website Policy.
- Update the school website as required.
- Support the SLT in the co-ordination of arrangements for Open Evening which includes classroom and corridors displays. Distribute information about the event to relevant stakeholders.
- To provide assistance in the production of the school prospectus; arranging a professional photographer and liaising with staff and students on the necessary arrangements required.

General Admin Duties

- Help co-ordinate the Post 16 Celebration – including organising certificates, trophies and engravings for the event.
- To undertake reception duties when required, liaising with visitors, students and parents.
- Assisting with hospitality and setting up rooms for meetings.
- Minute staff briefings and meetings when required.
- Dealing with general SIMS enquiries.
- To deal with general correspondence and enquiries
- To manage photocopying jobs requested by staff.
- To undertake typing, word processing and general clerical duties as required.
- Cover for general administrative during the school holidays.
- To assist with general administration tasks commensurate with the post when not engaged in the above and to cover for other absent clerical staff.
- To operate office equipment including the school photocopier, shredder, computer and laminator.

General Duties

- To support school activities, attending appropriate school events e.g. Open Evening.
- Any other duties deemed reasonable, as directed by the Headteacher.

Generic Responsibilities of all Haydock Staff

- To participate in all aspects of training and development
- To follow all school and Local Authority policies
- To follow the child protection procedures. To ensure that children's safety and wellbeing is never compromised.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To be polite, cooperative and positive when communicating to other staff and visitors.
- To present oneself in a professional way that is consistent with the values and expectations to the school.