



JOB DESCRIPTION

Department:	Exams
Post:	Exams Assistant
Responsible to:	Examinations Officer
Job Purpose:	To assist the Examination Officer and the Examinations Secretary with the running of external and internal examinations at Millfield. The nature and volume of work varies through the academic year.

MAIN DUTIES AND RESPONSIBILITIES

- Safeguarding children is the responsibility of all members of Millfield staff.
- Assist with making entries for the summer and November examination series.
- Preparation of letters to all candidates outlining their approved Access Arrangements for their forthcoming examinations.
- Assist the examinations officer in training of invigilators as directed and maintaining training logs.
- Prepare forms to attach to examination scripts requested by the examination boards for candidates who have used certain Access Arrangements.
- Prepare seating cards for all candidates identifying and flagging extra time candidates.
- Assist in the set-up of exam rooms under the guidance of the exams officer.
- Prepare envelopes and documentation for students on results days.
- Assist with staff/student/parental telephone/email queries on results days and the packaging of candidates' statements of results.
- Assist with the Post Examination Services such as requesting re-views of marking and photocopied scripts from the exam boards and managing the receipt of these.
- Collate all candidate results slips for filing in the Headmaster's files.
- Prepare envelopes for despatch of examination certificates to candidates.
- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.

PERSON SPECIFICATION

- Excellent organisation and attention to detail
- Strong communication skills (written and verbal)
- Confident IT skills (e.g. Microsoft Office)
- Able to follow processes and maintain confidentiality
- Team player with a flexible, proactive approach
- Ability to manage workload during busy periods
- Customer-focused when dealing with enquiries

Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.

☐ I understand the duties and commitment statement listed above.

☐ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....