



## EXAMS ASSISTANT

### Permanent and Full time, Term Time Only (TTO)

### Required to start 6 January 2025 or as soon as possible after this date

We are looking for an enthusiastic person to join our busy exams team. The Exam team consists of three members of staff and the main duties of this role are to assist the Exams Manager with ensuring the smooth running of all aspects of internal and external examinations. Please refer to the Job Description for further information of specific duties.

The exact start and end times can be agreed with the line manager. Due to the nature of this role flexibility is required during busy exam periods. You will work 40 weeks per year during term time plus 6 days in the holidays, 3 of which must be worked in August during A Level results week. There is a requirement to work additional hours during the summer exam period (May – June) this could be up to 60 additional hours over the whole period but will not be every day and overtime payments or time off in lieu will be granted for any additional hours worked.

#### Contract details:

- **Permanent and Term Time Only – 40 weeks per year** ( term time plus 6 days to be worked during the holidays)
- **Full time - 37 hours per week - Monday to Friday**
- **£20,869 per annum pro rata salary** (based on a full-time salary of £24,010 per annum).
- **Salary increases annually up to £21,969 over 3 years** (based on a full-time salary £25,276 per annum)
- **5.2 weeks holiday pay** included in pro rata salary
- **Local Government Pension scheme** <http://www.eastsussexpensionfund.org>

## HOW TO APPLY

Please submit your CV through our website [working for us](#)

**Closing date: Tuesday 3 December 2024**

**Interviews: Tuesday 10 December 2024**

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>



## **JOB DESCRIPTION**

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Post Title: **Examination Assistant**

Responsible to: **Examination Manager**

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### **MAIN RESPONSIBILITIES:**

To assist the Examinations Manager with all aspects of Examinations

### **SPECIFIC DUTIES:**

- To assist with the running of exams across the College, including:
- the issuing of both internal and external statements of entry to students
- distribution of exam timetables and seating plans to students
- the organisation and supply of all the necessary stationery and materials related to the smooth running of the examination system
- the preparation of examinations, including the preparation of examination rooms and the delivery of examination papers to examination rooms including liaison with other college departments such as estates, room bookings, reception and learning support
- Receipt, distribution and tracking of examination certificates, including compensation claims as appropriate.
- the checking and recording of answer papers against Exam Board Attendance Registers.
- the organisation of invigilators on a daily basis and oversee the distribution of the question papers and appropriate stationary for each exam in accordance with the seating plans.
- Manual handling of exam related items around the large campus including up and down stairs (e.g. exams papers, stationary boxes, signage – up to maximum of 10 KG)
- the coordination of events within the examination rooms on a daily basis and to deal with any crises as they occur. This could include moving quickly between a number of different exam rooms potentially in different buildings and responding to any concerns in a limited time period
- To be responsible for the Colleges Bank of external Invigilators, including:
- To ensure the bank of current invigilators meets the needs of all internal and external assessments/exams, highlighting any possible shortfalls
- Maintaining the invigilator database with all required records passing new invigilator details to HR to ensure a DBS is obtained and updated
- Maintain invigilators training records according to JCQ requirements
- To ensure that all exam rooms in each exam series have adequate invigilator cover according to JCQ regulations



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- Responsible for the scheduling of invigilators to ensure exams are adequately covered as detailed above.
- To assist with the checking of examination papers when they are received by the College to ensure that the correct papers and numbers have been sent.
- To assist liaising with the IT department ensuring that the rooms are set up for online tests and exams. To assist with submitting or sending off coursework to the exam board
- To assist with the ordering of Modified papers and photocopying onto coloured paper for those students with additional needs.
- To assist and record non-attendance of exams and ensure the relevant people are informed daily.
- To invigilate when required
- Assist with organising Criminology, Signature, BTEC exams
- To provide general assistance to the Examinations Manager as and when required and to undertake any other duties which may from time to time be reasonably requested

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## PERSON SPECIFICATION

We are looking for someone who can show evidence of the following skills, experience and attributes.

	Essential	Desirable	Method of assessment
<b>Qualifications</b>			
1. Educated to GCSE level or equivalent in Maths and English	✓		Certificates Application Reference
<b>Experience /Knowledge</b>			
2. A minimum of two years' experience of working in an office environment.	✓		Application Interview
3. Extensive experience / knowledge of Microsoft Office (in particular Word, Excel and Outlook)	✓		Application Interview Assessment
4. Experience and confidence in communicating effectively with Students, colleagues and members of the public, both verbally and in writing.	✓		Application Interview
5. Experience of working effectively, both alone and as part of a team.	✓		Interview
6. Ability to move bulky items weighing up to 10 KG (including carrying up and down stairs) and able to lift above head height	✓		Interview
7. Experience of working in an educational environment		✓	Application
8. Experience of working with CAPITA software (in particular UNIT-e)		✓	Application Interview
<b>Skills and Abilities</b>			
9. Excellent interpersonal skills, e.g. tact, sensitivity, ability to listen.	✓		Interview
10. Excellent IT Skills	✓		Assessment



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11. Excellent organisational skills	✓		Interview
12. The ability to take the initiative and be proactive	✓		Interview
13. The ability be discrete and maintain high levels of confidentiality.	✓		Interview
13. The ability to stay calm and approachable under pressure	✓		Application Interview
<b>Other</b>			
14. Willingness to be flexible regarding working hours at certain times of year when early starts or late finishes will be required	✓		Interview/ Application
15. Willingness and ability to undertake training needed to fulfil the changing requirements of the post	✓		Interview/ Application
16. An understanding of and commitment to the values given in the BHASVIC <a href="#">Staff Code of Conduct</a> , <a href="#">the Equality, Diversity and Inclusivity Policy</a> , <a href="#">the Child Protection and Safeguarding Policy</a> and <a href="#">Safeguarding policy</a> .	✓		Interview