



# CARDINAL NEWMAN CATHOLIC SCHOOL

Job Description			
<b>Job Title:</b>	Exams Assistant	<b>Department:</b>	Exams
<b>Salary:</b>	Scale 5	<b>Reporting to:</b>	Exams Officers
Safer Recruitment Statement			
Cardinal Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement			
<p><b>Cardinal Newman Catholic School is dedicated to achieving Excellence for all. Our vision is to create a joyful community of Caritas where Together we support, inspire and care for one another, placing Christ at the centre of all that we do. We aspire to;</b></p> <ul style="list-style-type: none"> <li>• An exceptional 4-19 Catholic education and experience</li> <li>• Remove all barriers to excellence</li> <li>• Develop leadership at all levels</li> <li>• Provide an exceptional spiritual, physical, on-line environment.</li> </ul>			
All Staff employed at Cardinal Newman Catholic School will:			
<ul style="list-style-type: none"> <li>• Uphold and promote the school's Catholic vision</li> <li>• Support and contribute to the achievement of all students academically and pastorally</li> <li>• Support and contribute to our responsibility for safeguarding all students</li> <li>• Undertake professional training to enhance personal development and job performance;</li> <li>• Comply with all policies and procedures including safeguarding, child protection, confidentiality, code of conduct and data protection</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect</li> <li>• Share best practice, expertise and skills with others</li> </ul>			
Main Objectives of Role:			
Under the guidance of senior staff, undertake exams administrative / financial / organisational processes as required. Assist with the planning and development of exams services.			
Principal Accountabilities:			
<u>Purpose of the role</u>			
<ul style="list-style-type: none"> <li>• To assist with managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ)</li> </ul>			

member awarding bodies<sup>1</sup>) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process

- To support the Exam Officer in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the Exam Officer in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

### **Main duties and responsibilities**

- To assist with the day to day operations and to provide administrative support to the Examinations team
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites)
- Manage time effectively to ensure key tasks are undertaken and external key dates and deadlines are met
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Assist with briefing candidates/staff/parents/carers on examination regulations and requirements
- Actively support the Exams Officer in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Assist with the arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support in implementing examination access arrangements and reasonable adjustments for eligible candidates
- Entries
- Assist with the registration/entry of candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

### **Pre-exams**

- Assist with the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations

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<sup>1</sup>JCQ<sup>CIC</sup> is a membership organisation comprising the eight largest national awarding bodies offering qualifications in the UK. The JCQ is a not for profit Community Interest Company, limited by guarantee. It is funded by its members.

Members are: [AOA \(AOA Education Ltd\)](#), [CCEA \(Northern Ireland Council for Curriculum, Examinations and Assessment\)](#), [City & Guilds](#), [NCFE](#), [OCR \(Oxford Cambridge and RSA Examinations\)](#), [Pearson](#), [SQA \(Scottish Qualifications Authority\)](#), [WJEC](#)

- Assist with exam timetable clashes in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Assist with the secure storage and dispatch of examination scripts for marking
- **During examinations**
- Exam time
- Assist with the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Assist with unexpected issues/emergency access arrangements may as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Assist with the application of special considerations
- **After examinations**
- Results and Post-Results
- Assist with the administration regarding the results and post-results services
- Assist to administer the receipt, distribution and retention of examination certificates according to the regulations

#### **Other**

- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Exams Officer, for example:
  - the preparation for and conduct of internal examinations under external examination conditions
  - other exams-related administrative tasks

#### **All Staff employed at Cardinal Newman Catholic School will:**

1. Follow Catholic School (CES) contractual obligations - this outlines the expectations regarding support for the school's essential ethos.
2. Have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.
3. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
4. The post-holder is responsible for ensuring that the School's equalities policy is fully implemented in all areas of his/her work as is the School's health and safety policy and agreed codes of practice and that he/she works within the confines of the Data Protection Act & GDPR. Your duties will be as set out in the above job description but please note that the Governing Body reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required

<b>Person Specification</b>	
<b>Job Related Education, Qualification and Knowledge</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent in Maths and English</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of two years' experience of working in an office environment (desirable)</li> <li>• Extensive experience / knowledge of Microsoft Office (in particular Word, Excel and Outlook)</li> <li>• Experience and confidence in communicating effectively with colleagues and members of the public, both verbally and in writing.</li> <li>• Experience of working effectively, both alone and as part of a team.</li> <li>• Experience of working in an educational environment (desirable)</li> <li>• Experience of working with CAPITA software (in particular SIMS) (desirable)</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills, e.g. tact, sensitivity, ability to listen.</li> <li>• Excellent IT Skills</li> <li>• Excellent organisational skills</li> <li>• The ability to take the initiative and be proactive</li> <li>• The ability be discrete and maintain high levels of confidentiality.</li> <li>• Ability to understand and retain key information</li> <li>• Attention to detail and accuracy</li> <li>• Ability to manage conflicting demands and work within time deadlines</li> <li>• Willingness to be flexible regarding working hours at certain times of year when early starts or late finishes are likely to be required</li> <li>• Willingness and ability to undertake training needed to fulfil the changing requirements of the post</li> </ul>
<b>Equalities</b>	To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the School's Equalities Policy.