Brentwood School

Examinations Assistant

Job Purpose

This role supports the Examinations Officer in the development and organisation of the examination process within the school to facilitate student progress.

Responsible for assisting in the effective and efficient delivery of the examination process, thinking both creatively and constructively in order to ensure that tasks are done in the most effective and time-efficient way.

Hours

This role is based on an annualised hours contract of 1080 hours per annum.
Examinations Assistant hours are to be worked primarily during term time, with start and finish times being worked in accordance to the varying needs of the office. There is also a requirement for working some hours during school holidays to cover exam results and pre-exam preparation.

Report to

Examinations Officer

Department

The Examinations Department forms part of the broader support function within the school and provides a professional, efficient and cost-effective administrative and communication service which underpins and supports student learning and well-being. Its primary objective is to ensure smooth, secure and accurate running of all internal, mock and public examinations in compliance with awarding body regulations, school policies and accessibility standards.

Key Responsibilities & Accountabilities

- Support the preparation of exam timetables, room bookings, and seating plans for all scheduled assessments.
- Assist with receipt, logging, inspecting, and secure storage of confidential examination papers and materials upon arrival.
- Prepare examination rooms prior to exams, ensuring appropriate spacing, signage, desk labeling, and required equipment.
- Assist with collation, checking, and organisation of candidate attendance registers, exam scripts, and supplementary materials.

Invigilation & Exam Conduct

- Assist in scheduling, recruitment, training sessions and payroll administration for the invigilation team.
- Act as an invigilator or roving invigilator during exam sessions as required.
- Ensure strict adherence to national/board examination regulations, security protocols, and candidate identification checks.
- Log and escalate any examination irregularities, suspected malpractice, or emergency disruptions promptly to the Examinations Officer.

Access Arrangements & Student Support

- Support the setup and administration of approved access arrangements and reasonable adjustments (e.g., extra time, scribes, modified papers, separate rooming).
- Assist with candidate inquiries regarding timetable clashes, room allocations, and exam rules.

Post-Examination & Data Management

- Assist with collection of all completed scripts immediately following each exam session and then with packing and tracking of scripts to external examiners and awarding bodies.
- Assist with the secure distribution of exam results.
- Maintain accurate electronic and physical candidate records, including certificates and archive documentation.
- Any other reasonable managerial requests

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Personal Specification

Qualifications & Experience

Essential

- Excellent numeracy/ literacy skills and a confident user of new technology with expertise in the use of relevant ICT packages to the particular area of responsibility.
- Strong organisational, time management and administrative skills to manage a busy workload with previous experience in an educational, customer service, or high-volume administrative environment.
- Ability to communicate effectively, orally and in writing, and to relate well to students, colleagues and parents.
- Ideally educated to NVQ Level 3 (or equivalent) or relevant experience with evidence of further professional development relevant to post.

Desirable

- Prior experience working within an educational examinations department or as an exam invigilator.
- Familiarity with awarding body regulations and guidelines (e.g., JCQ, Cambridge International, IB)
- Experience working with student management information systems (e.g. iSAMS, SIMS).

Key Skills & Competencies

- Attention to Detail: Accuracy and attention to detail in handling data, checking student timetables, and managing confidential materials.
- Organizational Ability: Strong time-management skills with a proven ability to prioritize tasks under tight seasonal deadlines.
- Communication Skills: Clear, confident and professional verbal and written communication with students, staff, and external inspectors.
- Discretion & Integrity: High degree of personal integrity and awareness of data protection (GDPR) and confidentiality requirements.
- Problem-Solving & Calm Demeanor: Ability to remain composed, flexible, and authoritative under pressure during live exam situations.
- Peak Periods: Requires flexibility regarding working hours during peak examination seasons (e.g. January, April –June) including early starts or late finishes.
- Physical Tasks: Involves moderate physical activity, including transporting boxes of exam papers, moving between multiple exam venues on a large school site and overseeing exam room set ups.

General Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with our Examinations Officer.

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