



## JOB DESCRIPTION

<b>Post Title</b>	Examination Hall Assistant
<b>Salary Scale / Grade</b>	SCP1
<b>Hours / Weeks per year</b>	Casual; During Exam Seasons
<b>Responsible to</b>	Senior Examination Invigilator / Exams Officer and Data Assistant

### **Purpose:**

To support the setting up and breaking down of the Exam Hall during Exam seasons.

### **Key Accountabilities:**

In conjunction with the Examinations Officer and the Senior Invigilator, the post holder will have responsibility, authority and accountability for:

- Setting the chairs and desks up to the required standard in the morning (07.00-08.30), and removal of the chairs and desks to the storage area in the afternoon (15.30-17.00), in a safe and timely manner.

### **Additional duties:**

- To perform any other duties as reasonably requested by the Examinations Officer or the Senior Invigilator.
- To keep professionally up to date with developments nationally and locally which may impact the immediate and future examination process.
- To support the Examinations Officer and Senior Invigilator in ensuring that all practices within the school are held in accordance with best practice and national guidelines.

### **Other Responsibilities:**

- To follow and support the Federation policies reflecting the Federation's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the Federation's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Federation's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

### **Review:**

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

**PERSON SPECIFICATION**

	Essential	Desirable	How Tested A – Application I – Interview T - Test
<b>QUALIFICATIONS AND TRAINING</b>			
GCSEs at 4 / C or above in English and Mathematics or equivalent		✓	A
First Aid Certificate		✓	A
<b>EXPERIENCE</b>			
<b>SKILLS AND ABILITIES</b>			
Ability to communicate, effectively, both verbally and in writing	✓		A, I
Ability to be flexible and be able to respond to situations in a calm and reassuring manner	✓		A, I
Good interpersonal skills	✓		A, I
<b>PERSONAL QUALITIES AND ATTITUDES</b>			
Enthusiasm and strong motivation	✓		A, I
A good level of physical fitness	✓		A, I
Excellent timekeeping	✓		A, I
Ability to use initiative and common sense	✓		A, I
Good team player	✓		A, I