



**SHIRELAND**  
COLLEGIATE ACADEMY

SHIRELAND COLLEGIATE ACADEMY  
Waterloo Road, Smethwick, West Midlands, B66 4ND  
Tel. 0121 558 8086

### **EXAMINATIONS ASSISTANT (ADMIN)**

**Salary: Scale 6 £5,631 - £6,087**

**Hours: 10 Hours Per Week Term Time + additional hours as required and 4 days during the examination results**

To lead on administration arrangements for external and internal examinations.

Ensure the examination process is managed in a efficient manner ensuring all relevant regulations and guidance is followed.

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.**

An application form and job description are available from our website

[www.collegiateacademy.org.uk](http://www.collegiateacademy.org.uk)

or from the HR Director [melanie.adams@collegiateacademy.org.uk](mailto:melanie.adams@collegiateacademy.org.uk)

Closing date: 8.00am Monday 19 November 2018

**The Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

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## Job Description

<b>Job Title</b> Examinations Assistant (Admin)		<b>Grade</b> Scale 6	
<b>Responsible to</b> Assistant Principal	<b>Contacts</b> Academy Staff and Students		<b>Responsible for</b>
<b>Working hours</b> 10 hours per week + additional hours as required including 4 days during results period		<b>Special Conditions</b>	

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet the changing needs of the Academy.**

### Job Summary

To lead on administration arrangements for external and internal examinations.

Ensure the examination process is managed in a efficient manner ensuring all relevant regulations and guidance is followed.

### Duties and responsibilities:

- Post Results to students
- Information Gathering with regard to examinations
- Be available to undertake Invigilator duties
- Support the Assistant Principal with the administration of internal and external examinations.
- External Examinations – importing basedata, entries, seating plans, producing student timetables, producing invigilation timetable
- Internal Examinations – information gathering from HODs, creation of timetable and basedata, entries, seating plans, producing student timetables, producing invigilation timetable
- Reviewing examination policies

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

It is the responsibility of each employee to carry out their duties in line with Trust policies

Use and Development of ICT as required.

The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions

All staff within the Trust will be expected to accept reasonable flexibility in working arrangements

To participate in the operation of the Trust's Personal Performance Development process and attend identified training.

Any changes arising to this role, will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trade unions.

All staff are expected to comply with the requirements of GDPR.

Context:

Support staff are a part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Raising Attainment Plan.

**Due to the nature of this job, it will be necessary for an Enhanced DBS to be undertaken.**

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