

# Yateley School – Job Advert

**Learning Together – Empowered for Life**

- Job Title:** Exams Assistant
- Salary:** EHCC C Grade £23,115 to £24,140 FTE (pay award pending)  
Actual pay £16,442 to £17,171 (pay award pending)
- Working Time:** 30 hours per week, term time only (39 weeks plus 1 week)

Yateley School is a good school with an outstanding sixth form catering for over 1300 students from the local area, our school has a superb range of facilities across all areas of the curriculum. We pride ourselves on our high standards, which are achieved through a friendly, caring atmosphere and a dedicated team of well-qualified teachers and support staff.

## Description of Role

We are looking to appoint an Exams Assistant who will assist the Examinations Officer in maintaining the security and integrity of the assessment process, ensuring the smooth running of both internal and external examinations. This person will provide administrative and practical support to the Exams Officer/Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements. This person must be flexible to accommodate increased working hours during peak exam periods. This is a very busy role so excellent admin skills and the ability to work at pace and manage personal workload are essential.

### The key objectives of the role include:

- Help support the logistics for examination sessions, including timetabling, invigilation allocation, rooming and resources
- Act as liaison with invigilation team during whole exam process, and on day of exam, supporting the EO to ensure smooth running of exams
- Support the with the process of marking registers, packaging and dispatch of examination scripts for marking.
- Work with Exams Officer, HoD's, teaching staff and student support to allow effective and timely management of all aspects of internal examinations
- Collate and distribute individual timetables for pupils, helping with queries from students, teachers and examination boards
- Provision of day to day management of exam room equipment, invigilation exam paperwork and supply of relevant information to ensure all rooms are run effectively without prejudice to any candidate
- Assist with the administration of grades/marks and other data requirements to meet key deadlines
- Support & assist in the download and management of data for results on results days in August
- Assist in the applications for special considerations, logging the incidences and ensuring supporting documentation is available
- Help in the record keeping related to results, post results services and other exam related administrative tasks.
- Assist in the management and administer the receipt of examination certificates according to the regulations

The successful candidate will be working up to 30 hours per week.

For further details of the areas of responsibility please refer to the detailed job description, available on our website.

### What We Can Offer You

For the successful candidate we can offer:

- Supportive Team Environment
- Continued Professional Development
- Contributory pension scheme
- Free on-site car parking
- On-Site Subsidised Fitness & Health Facilities
- On-Site Nursery Facilities



[www.yateleyschool.net](http://www.yateleyschool.net)  
[admin@yateley.hants.sch.uk](mailto:admin@yateley.hants.sch.uk)



@yateleyschool  
School Lane, Yateley GU46 6NW



/yateleyschool  
01252 879222

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## Application Procedure

If you are interested in applying for the position, application forms are available on our website, <https://www.yateleyschool.net/vacancies/> or email [applications@yateley.hants.sch.uk](mailto:applications@yateley.hants.sch.uk)

Closing date for submitting your application is Friday 30<sup>th</sup> August 2024. Interviews will be held w/c 2<sup>nd</sup> September 2024.

**P. German**  
**Headteacher**

Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



[www.yateleyschool.net](http://www.yateleyschool.net)  
[admin@yateley.hants.sch.uk](mailto:admin@yateley.hants.sch.uk)



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