



West Hatch High School

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Examinations/Access Arrangement Assistant

15 hours per week, 3 days per week (9.30am to 2.30pm)

Flexibility with hours may be required during Examination periods, time off in lieu will be given

Term time plus 1 weeks holiday working and 1 week CPD

Scale 4, points 7 - 8 - £25,584 - £25,992 + £1013 Fringe

Actual Salary £9,244 - £9,386

Required ASAP

West Hatch High School is seeking a detail-oriented and proactive individual to join our team as an Exams and Access Arrangement Assistant. In this vital role, you will support the smooth running of exams and manage access arrangements to ensure that all students receive the necessary support to succeed. The ideal candidate will have strong organisational skills, the ability to communicate effectively, and a passion for helping students achieve their full potential. This is an excellent opportunity to contribute to the academic success of our students in a dynamic school environment

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- Banked cover/TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff,
- We offer a significant number of paid development opportunities within departments and also across the school.

For more detailed information, please see the additional information pack.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our school website at www.westhatch.net

If you require additional information, please contact recruitment@westhatch.net

Closing date: Monday 9th December 2024 at 12pm

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged.



West Hatch High School

JOB DESCRIPTION: Examinations/Access Arrangement Assistant

Responsible to: Headteacher

Line Manager: Examinations Officer

Liaise with: Cover Manager
Data Manager
Finance
SENCo

Grade range: Scale 4, points 7 -8

Hours: 15 hours per week (9.30am to 2.30pm)

Purpose of the Role:

- Assistance with administration and organisation of all aspects of External Examinations
- Assistance with administration of Internal and External Examinations
- Administrative support for Senior Teacher(s) responsible for Examinations
- Data entry for Examinations

Main Responsibilities:

- Assist the Exams Officer in liaising with Heads of Department with regards to syllabus information and making entries for GCSE and A level. Entering students for all examinations into SIMS Examinations Package and sending entries off to Exam Boards by Electronic Data Interchange
- Working / supporting the examinations function with supporting the Exams Assist platform
- Collating and distributing all statements of entry to students
- Assist with preparing for Examinations, i.e. checking examination papers and stationery are correct, preparing seating plans, candidate numbers and desk labels and overseeing of setting up rooms
- Invigilate exams where necessary and act as roving invigilator during exams
- Assist with preparing Examination and Invigilation Timetables. Sorting out all timetable clashes and extra supervision
- Acting as the school main point of contact for staff and parents in relation to existing or proposed/ referred exam access arrangements

- Attend regular training and maintaining up-to-date knowledge of JCQ requirements in relation to EAA and exams
- Following the school's EAA policy, deciding whether to initiate the screening process for a student
- Collecting and co-ordinating the completion of paperwork for all students who are eligible for access arrangements
- Apply to exam boards for EAA for all assessments
- Support staff in exam timetabling for the students with agreed EAA
- Liaise with SENCo for students with EAA
- Act as a key member of staff in exam team for internal and external exams by:
 - Ensure invigilators are aware of EAA and identify on seating plans
 - Liaise with SENCo to timetable LSA's where necessary to act as invigilators with EAA
 - Arranging 'emergency' EAA for students during exam time as necessary
- Checking and packaging up of exam papers and sending off to Exam Boards
- Assist with ensuring satisfactory release of exam results. Organising the distribution of results to students
- Ensuring school policies regarding charging for exam entries are followed, authorising payment to Exam Boards and outside Invigilators.
- Ensuring compliance with awarding bodies and JCQ rubric and school policies and procedures
- Organise and manage student files, ensuring up to date evidence is present in preparation for JCQ inspection(s)
- Develop and improve existing processes relating to access arrangements
- Liaising with parents, students and exam boards as necessary with regards to examination entries/results/administration
- Other tasks as directed by the Examinations Officer
- To liaise with school leadership staff to establish best working practices and policy covering organisation of exams and mandatory reporting requirements
- To ensure that all policies and examination information is up-to-date on school website
- Ensuring that all exams information, i.e. Results day, PPE dates and timetables are published on school website
- Ensuring that timetables and JCQ regulations are disseminated to parents via Irisis platform
- To be responsible for maintaining up to date and secure links with all examination board websites/portals
- Check to ensure that BTEC LIV have completed necessary training for marking course work

General

- To undertake any training commensurate with the post
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Professional standards

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.
- Effective time management & planning
- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post.

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.