



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

JOB DESCRIPTION

NAME:

POST:

Examination Assistant

Casual Contract

By negotiation and agreement during the following peak times but not limited to
November - Internal Examinations

January - External Examinations

February - Internal & External Examinations

May - External Examinations

June - External Examinations

August - Results Day

GRADE: 2

PAY RANGE: Spinal Point 3-8

Grade 2 (Consultation Grade - subject to formal evaluation under the Pay Equity Review)

JOB PURPOSE: To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Hodge Hill Girls' School regulations and instructions

To have a key role in upholding the integrity the integrity and security of the examination/assessment process

GENERAL: Support Staff

Please note all individuals should

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality and reporting all concerns to an appropriate person.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.
- To actively promote the equalities and diversity agenda in the workplace and in-service delivery
- Adhere to the ethos of the school, promoting the agreed vision and aims.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attend appropriate meetings as required
- Contribute to the efficient operation of the school through regular duties.
- Perform any other duties as commensurate within the grade in order to ensure the smooth

running of the school.

SUPERVISION RECEIVED:

Supervising Officer's Job Title: Examinations Officer

LEVEL OF SUPERVISION

- Regularly supervised with work checked by supervisor.
- Left to work within established guidelines subject to scrutiny by the Examinations Officer.
- ~~Plan own work to ensure the meeting of defined objectives.~~

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.

The Job Description may be subject to review and / or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.

6. REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Job Description issued following consultation by

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Signature of Headteacher

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Signature of Post Holder

Date.....