

ST PETER'S SCHOOL – BOURNEMOUTH
Job Description - Examinations and Office Assistant

Post Holder

Salary Grade Grade C, Scale Point 4 - £13.05 (gross) per hour

Annualised Hours 500 hours per annum

Please note that this is an annualised hours contract, meaning the demands of the role require flexible working patterns. For example, the workload is greater during internal and external exam seasons in November, May and June and Sixth Form enrolment in September.

KEY ROLE AND RESPONSIBILITIES

To assist the Examinations Manager in the smooth and efficient running and administration of internal and external examinations.

MAIN DUTIES

- To support the Examinations Officer in the management and storage of examination papers and examining board stationery
- To receive and check materials received in accordance with examining board rules and regulations, allowing sufficient time to identify and resolve any discrepancies.
- To support the Examinations Officer in liaising with appropriate colleagues to determine particular requirements for their subjects.
- To ensure appropriate preparation of all exam venues in accordance with JCQ regulations, including transporting of scripts stationery.
- To oversee invigilators on a day to day basis assisted by the senior invigilator.
- To assist with pupil management in and out of examinations.
- To assist with distribution/collection of examination papers.
- To report any incidents immediately to the Examinations Manager.
- To ensure at the end of the examination that the venue is left in a suitable condition for the next examination and that stationery and equipment is replenished.
- To transport scripts to the Examinations Office and sort in accordance with the attendance registers. Check all scripts against register and package under supervision of the Examinations Manager.
- Complete Parcel Force daily log and ensure packages are at reception for collection by our allocated time slot.
- To support in the collation and distribution of examinations results and certificates.
- To maintain the results/certificate archive.

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, will be adhered to and ensure compliance with the School's Child Protection policy Statement at all times.

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

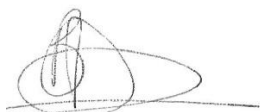
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or School Business Manager.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date



Signed

Headteacher

Date 6.5.2026

Agreed: May 2026

Review: