

## Job Description

<b>Job Title:</b>	Exams Assistant
<b>Hours of Work:</b>	20 weeks per year, between 08.00am to 17.00pm during 16 weeks of internal and external exam programmes.
<b>Department:</b>	Academic Administration and Exams
<b>Job Grade (if applicable):</b>	Band 7
<b>Accountable to:</b>	Exams Officer
<b>Number of direct reports:</b>	0
<b>Budgetary responsibility:</b>	N/A
<b>Location:</b>	Academic Administration and Exams
<b>Purpose of the role:</b>	To ensure that all internal and external exams for students with access arrangements are efficiently administered, and delivered in-line with JCQ compliance regulations

### The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in

exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

#### **Key Tasks:**

##### **Management of Student Access Arrangement Data**

- Ensure that a comprehensive and current endorsed list of all students needing access arrangements is available for use prior to, and during all internal and external exams.
- Working with the Skills Department Administrator, ensure that all access arrangement data on the school Management Information System (iSams) is current, creating access arrangement reports for Exams when required.

##### **Exam Room Preparation for Access Arrangement Students**

- Ensure that the correct number of access arrangement students are identified for all internal and external exams.
- Ensure that adequate JCQ compliant rooming, facilities, and equipment is provided for all access arrangement students for all internal and external exams.
- Collaborate with ICT to ensure all required Word Processing and printing arrangements are provided, including support to students needing SPaG-enabled/disabled computers.

##### **Exam Timetable Management**

- Working with the Cover and Invigilator Coordinator, ensure appropriate invigilator support is provided for all student access arrangement requirements, including students with Small Group Invigilation, Single Invigilator, and Word Processing needs.
- Emailing invigilators and access arrangement students the day before exams to ensure awareness of exam location and exam timings.

##### **Internal Exams Management**

- Liaise with Heads of Departments to ensure that exam papers are delivered to all students requiring access arrangements before the start of each exam.
- Assist with the distribution and placement of access arrangement exam papers before the start of exams, if needed.
- Assist ICT to ensure that all completed Word-Processed student exam scripts are printed before students leave the exam room, ensuring that all student scripts are authenticated.
- Ensure that all student access arrangement scripts are collected, accounted for, and securely stored after each exam, prior to collection by the relevant Heads of Department.
- Ensure invigilators are instructing access arrangement students with Extra Time to use this allocation for evidence-gathering in-line with JCQ requirements, and sharing this data with the Skills Department Administrator.

**External Exams Management**

- Collect all Skills exam papers from the Drayson Hall / designated location and distribute to the correct access arrangement exam rooms in-line with JCQ compliance regulations, whilst ensuring that all necessary exam papers and supporting documents are provided for students before the start of each exam.
- Assist ICT to ensure that all completed Word-Processed student exam scripts are printed before students leave the exam room, ensuring that all student scripts are authenticated.
- Collect all completed access arrangement student exam scripts at the end of each exam, and return these to the Exams Office in-line with JCQ compliance regulations.

**Additional Tasks**

Undertake any other additional tasks as required.

**Person Specification:** The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• N/A.</li> </ul>	<ul style="list-style-type: none"> <li>• SEND qualification(s).</li> <li>• Basic-level project management qualification from a recognised training provider e.g. APM.</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Experience of working in a large secondary school in a teaching, planning, or SEND role.</li> <li>• Managing sensitive personal data in-line with existing regulation.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic-level project management experience.</li> <li>• Familiar with using school information management systems e.g. iSams.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Create problem solving.</li> <li>• Ability to make decisions quickly.</li> <li>• Ability to work under pressure.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent time management and organisational skills.</li> <li>• Commitment to safeguarding and promoting the welfare of children.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborative working with diverse stakeholders.</li> <li>• Ability to prioritise tasks effectively in a fast-paced working environment.</li> </ul>

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

**Date Agreed: January 2026**

