ST. JOSEPH'S INSTITUTION INTERNATIONAL

Job description: **Examinations & Administration Assistant**
Commences: **March 2026, negotiable**
Line manager: **Examinations Officer**
School section: **High School (Grades 7 to 12)**

Overview of this Post:
To support all internal and external examinations, including all aspects of student entries: documentation, financial management, registration, timetabling, certification and communication with stakeholders. To undertake administrative duties for the High School, and other duties as assigned by the Vice-Principal (Curriculum) and Assistant Principal (IB Lead).

A) Examinations

- Assist in administering all **internal exams, mock exams and tests**. These include, standardised tests (MIDYIS, YELLIS, CEMIBE), G10 & G12 mock exams, G9, G10FC and G11 internal exams, and all other ad hoc examinations or tests as required.
  Administration of examinations include:
  - Printing/photocopies of exam papers for all mock and internal examinations.
  - Ensure all data/resource booklets are up to date and photocopies for all required Internal and External IBDP examinations
  - Ensure examination venues are all setup according to requirements of exam boards
  - Maintain exams stationery and laptops to ensure sufficient stationery for all exam venues and laptops are all charged before each exam
  - Assist in preparing Exam seating plans
  - Assist in exam invigilation if required
  - Assist in ensuring all completed exam scripts are collected and accountable for before sending to departments.
  - Assist in packing up of exam venues after each and all exams

- Assist in the whole process of **IGCSE and IBDP external examinations**
  IGCSE & IBDP examinations process includes:
  - Candidate Exam registrations - prepared registration statement for candidates to check the registration entries
  - Assist in preparing documents for application of access arrangements

- Assist in creating and maintaining teacher's IBIS account
- Assist in registration for private candidates
- Assist in preparation of candidate exam ID cards
- Assist in Exam administration
- Assist in scanning of IGCSE and IBDP certificates and transcripts to upload to LMS
- Assist in preparing certificates to be mail or collected.

- Manage private candidate examinations, including organising invigilation, billing parents (through the Finance Office) and associated administration, including retakes

B) Administration

- Check students' attendance and follow up with phone call home for unknown absences
- Making appointments and managing enquiries
- Help HoG create links for parents for information evening
- Maintain student records
- Communicate with parents
- Support Senior Council
- Assist in administration of student expeditions

Qualifications, experience and skills required:

- Minimum A-Levels
- Minimum 2 years administrative experience
- General IT skills preferred
- A resilient and proactive team player, with the ability to multitask and communicate effectively.