

Examinations Administrator



Job Description

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| Area | : Information & Planning |
| Salary | : £23,492 (per annum) |
| Hours of Work (Full-time/Part-time) | : 37 |
| Line Manager | : Examinations Manager |
| Responsibility for | : Provide advice and guidance to ensure the College complies with all awarding body requirements. |
| | : Ensure the security of all confidential examination materials and liaise with awarding bodies. |

Main Purpose of Job:

To provide an excellent service in order to ensure that the provision and services it provides:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will be a member of the Examinations Team. They will provide support to the Examinations Officers on a regular basis to ensure an excellent examination service.

Key Duties and Responsibilities:

- (1) Administer the processes of the Exams department
- (2) Produce examination packs including seating plans, cover sheets
- (3) Support Exams Officers with the uploads of assessments.
- (4) Take responsibility for the organisation and running of specific examinations as determined by the Examinations Officers, including booking invigilators, setting up examination rooms, checking equipment, supporting invigilation and checking & packing examination papers.
- (5) Ensure the security of all confidential examination materials in line with JCQ regulations.
- (6) Support the integrity and accuracy of exam booking and recording achievement data held within the MIS.
- (7) Provide administrative support to the Exams department to ensure deadlines are met, e.g. producing Maths

packs, charging calculators, arranging exam stationary, ensuring a tidy work-space and updating department notice boards.

- (8) Administer and process access arrangements.
- (9) Administer logging and processing of certificates and e-certificates.
- (10) Provide an efficient and supportive service in responding to staff and learner enquiries in relation to exams.
- (11) Be responsive and flexible to meet the annual cycle of demand upon the examinations function.
- (12) Deputise for Examinations Officers when necessary.

Generic Duties and Responsibilities:

- (1) Promote a culture of innovation, excellence and equality.
- (2) Reflect the vision, mission and values of the College.
- (3) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (4) To actively contribute to the risk management of the College.
- (5) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (6) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (7) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work. Evening or weekend working may be a requirement of the role; suitable notice will be provided of such a requirement.
- (8) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Examinations Administrator

Person Specification

Assessment Method

| Application Form | Interview | Psychometric Testing | Qualification | References |
|------------------|-----------|----------------------|---------------|------------|
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| Education and Qualifications | | | | |
|---|---|---|--|---|
| <u>Essential</u> | | | | |
| • GCSE Grade C (4/5) or above in English and Maths (<i>or equivalent</i>) | ✓ | | | ✓ |
| <u>Desirable</u> | | | | |
| • Evidence of on-going professional development | ✓ | ✓ | | ✓ |
| Skills and Experience | | | | |
| <u>Essential</u> | | | | |
| • Previous office/administrative experience | ✓ | ✓ | | |
| • Excellent organisational skills | ✓ | ✓ | | ✓ |
| • Excellent time management | ✓ | ✓ | | |
| • Ability to develop relationships with learners, staff and parents/carers | ✓ | ✓ | | |
| • Excellent digital literacy skills | ✓ | ✓ | | ✓ |
| • Experience of working and communicating effectively with people | ✓ | ✓ | | ✓ |
| • Excellent customer service approach | ✓ | ✓ | | ✓ |
| • Excellent Team Worker | ✓ | ✓ | | ✓ |
| • Accuracy and attention to detail | | | | |
| <u>Desirable</u> | | | | |
| • Experience of Invigilating exams | ✓ | ✓ | | |
| • Commitment to on-going professional development for self and others | | | | |

Other Requirements for Employment

Essential

- Enhanced DBS check

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

| | Assessment Method | | | | |
|--|-------------------|-----------|----------------------|---------------|------------|
| | Application Form | Interview | Psychometric Testing | Qualification | References |
| Personal Attributes | | | | | |
| <u>Essential</u> | | | | | |
| <ul style="list-style-type: none"> Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>) | ✓ | ✓ | | | |
| <ul style="list-style-type: none"> Excellent team worker | ✓ | ✓ | | | ✓ |
| <ul style="list-style-type: none"> Accuracy and attention to detail | | ✓ | | | |
| <ul style="list-style-type: none"> Excellent organisational skills, ability to prioritise and work effectively under pressure | | ✓ | | | |
| <ul style="list-style-type: none"> Flexible and responsive approach to working | ✓ | ✓ | | | |
| <ul style="list-style-type: none"> Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community | | ✓ | | | |
| <ul style="list-style-type: none"> Commitment to on-going professional development for self and others | ✓ | | | ✓ | |
| Other Requirements for Employment | | | | | |
| <u>Essential</u> | | | | | |
| <ul style="list-style-type: none"> Enhanced DBS check | | | | | |

Updated: June 2025