

# Examinations Administrator



Cheshire College  
South & West

## Job Description

<b>Area</b>	: <b>Information &amp; Planning</b>
<b>Salary</b>	: <b>£21,411 - £22,556 (per annum)</b>
<b>Hours of Work (Full-time/Part-time)</b>	: <b>37 hours</b>
<b>Line Manager</b>	: <b>Examinations Manager</b>
<b>Responsibility for</b>	: 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.

### Key Duties and Responsibilities:

- (1) Administer the process of the Exams functions e.g. process registrations, entries, receive results, access arrangements, uploads of assessments.
- (2) Take responsibility for the running and invigilation of specific examinations as determined by the Examinations manager.
- (3) Support the integrity and accuracy of exam registration and achievement data held within the MIS.
- (4) Liaise with awarding bodies.
- (5) Provide an efficient and supportive service in responding to staff and student enquiries in relation to exams.
- (6) Ensure the security of all confidential examination materials.
- (7) Provide an efficient and supportive service in responding to staff and learner enquiries in relation to exams.

### **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
<b>Education and Qualifications</b>					
<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	✓	✓		✓	
<b>Skills and Experience</b>					
<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	✓	✓			✓
<u>Desirable</u>					
• Experience of Invigilating exams	✓	✓			

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

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

Updated: November 2023