

# Examinations Administrator



## Job Description

<b>Area</b>	<b>: Information &amp; Planning</b>
<b>Salary</b>	<b>: £24,784 (per annum)</b>
<b>Hours of Work (Full-time/Part-time)</b>	<b>: 37</b>
<b>Line Manager</b>	<b>: Examinations Manager</b>
<b>Responsibility for</b>	<b>: Provide advice and guidance to ensure the College complies with all awarding body requirements.</b>
	<b>: Ensure the security of all confidential examination materials and liaise with awarding bodies.</b>

### 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
<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>					

Updated: June 2025