

# Examinations Officer



## Job Description

<b>Area</b>	<b>: Information &amp; Planning</b>
<b>Salary</b>	<b>: £21,179 - £23,667 (per annum)</b>
<b>Hours of Work</b> (Full-time/Part-time)	<b>: 37 hours</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; and</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 Manager/Director of Information and Planning on a regular basis to assist with the schedule of data quality checking and testing.

## Key Duties and Responsibilities:

- (1) Provide advice and guidance to ensure the College complies with all awarding body requirements.
- (2) Ensure that all examination results are efficiently distributed to learners.
- (3) Supervise the administration of the post-results services of the awarding bodies.
- (4) Administer the processes of the Exams function (*e.g. process registrations, entries, receive results, access arrangements*)
- (5) Take responsibility for the running of specific examinations as determined by the Examinations manager.
- (6) Support the integrity and accuracy of exam registration and achievement data held within the MIS.
- (7) Liaise with awarding bodies.
- (8) Ensure the security of all confidential examinations materials.

- (9) Provide an efficient and supportive service in responding to staff and learner enquiries in relation to exams.
- (10) Deputise for the Examinations Manager.
- (11) Liaise with Learner Services to ensure access arrangements and special considerations are implemented.
- (12) Be responsive and flexible to meet the annual cycle of demand upon the examinations function.
- (13) Support the MIS function on a regular basis to perform data checking and quality checks on centralised data under the guidance of the Director.
- (14) Assist, where appropriate, the regular cycle of DSAT checking reports supplied by the funding agency.

#### **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.
- (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 Officer Person Specification

	Assessment Method				
	Application Form	Interview	Psychometric Testing	Qualification	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation					
<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	✓	✓			✓
• Excellent inter-personal skills with ability to develop positive working relationships at all levels ( <i>internally and externally to College</i> )	✓		✓		
• Excellent team worker	✓		✓		✓
• Accuracy and attention to detail			✓		
• Excellent organisational skills, ability to prioritise and work effectively under pressure			✓		
• Flexible and responsive approach to working	✓		✓		
• Demonstrate knowledge of and commitment to quality of opportunity and treatment for all members of the college community			✓		
• Commitment to on-going professional development for self and others	✓			✓	
<b>Other Requirements for Employment</b>					
<u>Essential</u>					
• Enhanced DBS check					

