

# Examinations Officer



## Job Description

<b>Area</b>	<b>: Information &amp; Planning</b>
<b>Salary</b>	<b>: £23,492 - £25,205 (per annum)</b>
<b>Hours of Work</b> (Full-time/Part-time)	<b>: 37 hours per week</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; <i>and</i></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 on a regular basis to ensure an excellent examination service.

## Key Duties and Responsibilities:

- (1) Oversee the day-to-day examination processes for your allocated exam boards / responsibilities e.g. registrations, entries, results, access arrangements, change requests, claims, uploads of assessments.
- (2) Oversee the integrity and accuracy of exam bookings and recording of achievement data held within the MIS.
- (3) Ensure that all examination results are efficiently distributed to learners.
- (4) Liaise with awarding bodies.
- (5) Provide advice and guidance, to curriculum staff, to ensure the College complies with all awarding body requirements.
- (6) Supervise the administration of the special consideration / post-results services of the awarding bodies.

- (7) Oversee the day to day tasks of the Examination Administrators e.g emails, running of examinations
- (8) Ensure the security of all confidential examination materials in line with JCQ regulations.
- (9) Liaise with Learner Services to ensure access arrangements and special considerations are implemented.
- (10) Ensure achievement is recorded in a timely manner throughout the year.
- (11) Deliver staff training to new and current colleagues.
- (12) Chair team meetings at the relevant campus.
- (13) Liaise and communicate with the wider Exams Officer Team across all sites e.g. meetings, handover notes
- (14) Liaise with MIS to ensure any student queries are actioned e.g. name changes, enrolment queries
- (15) Provide an efficient and supportive service in responding to staff and learner enquiries in relation to exams.
- (16) Be responsive and flexible to meet the annual cycle of demand upon the examinations function.
- (17) Deputise for the Examinations Manager 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 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 team worker	✓	✓			✓
• Accuracy and attention to detail	✓	✓			✓
• Excellent inter-personal skills with ability to develop positive working relationships at all levels ( <i>internally and externally to college</i> )	✓	✓			
• Excellent organisational skills, ability to prioritise and work effectively under pressure		✓			
• Flexible and responsive approach to working	✓	✓			
• Commitment to on-going professional development for self and others	✓			✓	
<b>Other Requirements for Employment</b>					
<u>Essential</u>					
• Enhanced DBS check					

