### **Examinations Officer**

#### Job Description



Area	:	Information & Planning
Salary	:	£22,556 - £25,205 (per annum)
Hours of Work (Full-time/Part-time)	:	37 hours
Line Manager	:	Examinations Manager
Responsibility for	:	Provide advice and guidance to ensure the College complies with all awarding body requirements; <i>and</i>
	:	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 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 Leaner Services to ensue 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 but 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. 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** 

GCSE Grade C (4/5) or above in English and Maths (or equivalent) $\checkmark$ $\checkmark$ $\checkmark$ DesirableIIIII• Evidence of on-going professional development $\checkmark$ $\checkmark$ $\checkmark$ $\checkmark$ Skills and Experience $\checkmark$ $\checkmark$ $\checkmark$ IIEssentialIIIIII• Previous office/administrative experience $\checkmark$ $\checkmark$ III• Excellent organisational skills $\checkmark$ $\checkmark$ III• Excellent time management $\checkmark$ $\checkmark$ III• Ability to develop relationships with learners, staff and parents/carers $\checkmark$ $\checkmark$ II• Excellent digital literacy skills $\checkmark$ $\checkmark$ III• Excellent digital literacy skills $\checkmark$ $\checkmark$ III• Excellent customer service approach $\checkmark$ $\checkmark$ III• Excellent timer-personal skills with ability to develop positive working relationships at all levels (internally and externally to $\frown$ $\checkmark$ II• Accuracy and attention to detailI $\checkmark$ III• Excellent organisational skills, ability to prioritise and work effectively under pressureIIII• Excellent responsive approach to workingIIIII• Excellent team workerIIIIII• Excellent team workerIIII <tdi< td="">• Excellent team wor</tdi<>	r erson specification		Assessment Method				
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Other Requirements for Employment	Other Requirements for Employment						
Essential	Essential						
Enhanced DBS check	Enhanced DBS check						

Updated: March 2023