

<b>JOB TITLE:</b>	Senior Examinations Assistant
<b>ACCOUNTABLE TO:</b>	Deputy MIS and Examinations Manager
<b>JOB PURPOSE</b>	To support the provision of an efficient and responsive examinations service to students and staff

**KEY RESPONSIBILITIES**

- To support the Deputy MIS and Examinations Manager with the organisation and administration of the internal and external exam seasons
- To provide advice and assistance to staff and students in relation to examinations procedures, paperwork and arrangements
- To deputise for the Examinations Officer in their absence
- To co-ordinate the running of exams at one campus in situations where exams are running across both sites
- To support the Examinations Officer in ensuring the security of all examinations materials and the distribution of appropriate papers and materials at the appointed times
- To support the Examinations Officer with the processes for entering students for examinations and registering them for qualifications in accordance with the awarding bodies' deadlines
- To produce rotas for the invigilation of external and internal examinations and assessments and to communicate with the team of external invigilators and external agencies regarding this
- To lead on making arrangements for students with examination timetable clashes and communicating those arrangements to students
- To ensure the provision of special arrangements for students with additional support needs and to act as the main liaison with the Welfare and Skills team as necessary
- To support with the arrangements for issuing results to students and to co-ordinate the procedures for post result enquiries and remarks
- To administer requests to examination bodies for special consideration

- To contribute to the induction and training of the team of external invigilators as required
- To assist with the arrangements for distributing examination certificates
- To assist as required with other administrative tasks in connection with the examinations service
- To provide wider administrative support for the MIS functions as required

## **GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holder's own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

## **NOTES**

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

*I have read this Job Description and the associated Contract of Employment. I believe that together with the other documents referred to therein they constitute an accurate statement of the terms and conditions of my employment.*

<b>Signed:</b>		<b>Date:</b>	
----------------	--	--------------	--

**PERSON SPECIFICATION**

<b>Attribute</b>	<b>Criteria</b>	<b>Method of Assessment</b>
<b>Education &amp; Qualifications</b>		
A good standard of general education including English or Maths at GCSE grade C or above	Essential	Certs/App Form
A Levels or equivalent	Desirable	Certs/App Form
IT qualifications e.g., RSA Stage II Word Processing/ECDL/CLAIT or equivalent	Desirable	Certs/App Form
<b>Experience, Knowledge &amp; Abilities</b>		
Experience of data entry and of using information systems in a working environment	Essential	App Form/Int
Significant experience of working in an administrative capacity	Essential	App Form
Experience of dealing with customers and/or clients, by phone and in person	Essential	Int
Experience of working in college or school context	Desirable	App Form
Experience of working in an examinations office	Desirable	App Form
Experience of supervising the work of others	Desirable	AppForm/Int
Ability to work with accuracy and attention to detail	Essential	App Form/Test
Confident and competent in the use of Microsoft Office applications including Excel	Essential	App Form/Test
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form/Int
Good written and oral communication skills	Essential	App Form/Int
<b>Interpersonal Skills &amp; Qualities</b>		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int