

JOB TITLE:	Senior Examinations Officer
ACCOUNTABLE TO:	MIS and Examinations Manager
JOB PURPOSE	To provide an efficient and responsive examinations service to students and staff

KEY RESPONSIBILITIES

- To support the MIS and Examinations Manager with the oversight of assessment and examinations function of the College, including registrations and administration for vocational assessments and academic examinations, ensuring compliance with policy and regulations
- To be responsible for the line management of the Examinations team including oversight of temporary or seasonal staff such as invigilators
- To support the Associate Principal (Learning & People Strategy) and the MIS and Examinations Manager in the development of policy and practice relating to public examinations matters
- To support and advise the Head of Centre as appropriate and required in relation to ensuring obligations are met in relation to JCQ and examining body regulations and requirements of the centre(s)
- To ensure the provision of timely and accurate advice, and assistance to staff and students in relation to examination procedures, paperwork and arrangements
- To enter students for examinations and register them for qualifications in accordance with awarding bodies' deadlines
- To oversee the arrangements for the charging and collection of examination fees via electronic payment systems as appropriate
- To ensure that the schedule of examinations is well publicised to staff and students
- To be responsible for the provision of timely and up to date information to students on examination board regulations and guidelines regarding conduct during examinations and periods of assessments
- To distribute information from awarding bodies to relevant staff and to correspond with the awarding bodies on behalf of the College as required
- To oversee the distribution of examination timetables to students
- To co-ordinate all relevant documentation in relation to coursework, and practical/oral examinations
- To ensure the security of all examination materials and the distribution of appropriate papers and materials at the appointed times

- To be responsible for the arrangements for issuing results to students and working with the awarding bodies to ensure missing results are received, including overseeing the arrangements for distributing examination certificates
- To support Senior Managers and the Head of Centre in the handling of any cases of malpractice
- To contribute to the appointment and induction of new staff
- To support the training and development of other members of the Exams team as appropriate, including external invigilators as required
- To lead on the organisation and administration of internal and external exam seasons

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.

Signed:		Date:	
----------------	--	--------------	--

PERSON SPECIFICATION

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A good standard of general education, including GCSE English and Maths at Grade C/4 or above	Essential	Certs/App Form
A Levels or equivalent	Essential	Certs/App Form
Further/higher education qualification e.g., HNC/HNC/Degree	Desirable	Certs/App Form
IT qualification e.g., RSA Stage II Word Processing/ECDL/CLAIT or equivalent	Desirable	Certs/App Form
Experience, Knowledge & Abilities		
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/Int
Experience of dealing with customers and/or clients, by phone and in person	Essential	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
Strong planning and organisational skills	Essential	App Form/Int
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
Excellent communication skills, both verbally and in writing, with a range of stakeholders	Essential	App Form/Int
Experience of working in college or school context	Desirable	App Form
Experience of working in an examinations office	Desirable	App Form
Interpersonal Skills & Qualities		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int