



JOB DESCRIPTION

Job Title: Examinations Assistant
Grade: 4
Line Manager: Director of Registry and Data Analysis

1. Job Purpose

- 1.1 The Examinations Assistant will support the Examinations Officer with the administration of all academic examinations within the College.

2. Key Responsibilities

- 2.1 Ensuring the College is compliant with examination regulations.
- 2.2 Assisting with all examination administration including the collation and processing of accurate examination entries and registrations and the submission of coursework marks and samples.
- 2.3 Maintaining accurate student and course data in the management information system.
- 2.4 Creating examination timetables for students and ensuring suitable accommodation and resources are in place.
- 2.5 Assisting with the scheduling and training of invigilators and associated administration.
- 2.6 Assisting with the day-to-day running of examinations in collaboration with the Examinations Officer and invigilation team.
- 2.7 Ensuring the provision of access arrangement for students with disabilities, learning difficulties or other support needs.
- 2.8 Submitting timely and accurate requests for Special Consideration.
- 2.9 Assisting with the processing and provision of exam results to students.
- 2.10 Assisting with the provision and administration of post results services and resit bookings.
- 2.11 Checking and filing of examination certificates.
- 2.12 Assisting with the maintenance and dissemination of robust examination policies and procedures in collaboration with the Senior Leadership Team.

- 2.13 Providing the students with mock examinations in collaboration with subject heads.
- 2.14 At times, representing the College at exams officer network meetings and training events.
- 2.15 Providing a professional and customer focused service to key College stakeholders including students, parents and staff.
- 2.16 Supporting the planning and delivery of key College events including Getting Ready day and Enrolment.

3. Knowledge, Skills and Experience

Category	Skills and Experience	Essential/Desirable
General Office Administration	• Experience of undertaking administrative tasks in a busy office environment. • Ability to work as part of a team, prioritising workloads appropriately. • Ability to work to tight deadlines.	Essential Essential Essential
Examinations	• Knowledge and experience of administering examinations. • Experience of working under JCQ or other similar strict regulation. • Demonstrable organisation and planning skills. • Ability to manage pressurised situations and use own initiative. • Experience of working in an environment where attention to detail is critical and the impact of errors is significant.	Desirable Desirable Essential Essential Essential
Timetabling	• Logical thinker who is able to understand and adapt to the changing College needs.	Essential
Communication and IT	• Excellent interpersonal and communication skills, able to converse with a variety of stakeholders. • Excellent IT skills including Microsoft Access and Excel. • Prior knowledge and use of SQL. • Prior involvement in MIS and data maintenance. • A high standard of written English.	Essential Essential Desirable Desirable Essential
Other	• A proactive approach to problem solving.	Essential
Qualifications	• A levels of equivalent	Desirable
Job Requirements	• Able to work outside of normal College working hours to support examinations and College events.	Essential