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 and vocational 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 arrangements 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.

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 or equivalent.	Desirable
Job Requirements	● Able to work outside of normal College working hours to support examinations and College events.	Essential