



## Job Description

### Assistant Examinations Officer

Job Title:	Assistant Examinations Officer
Grade:	Scale 5
Responsible to:	Examinations Co-ordinator
Hours:	36 hours per week, 52 weeks per year
Base:	Based at Richmond Campus <i>Please note you may be asked to work across other College campuses if/when required</i>

#### MAIN SCOPE OF POST

Responsible for providing a proactive, supportive and effective exams service to students, staff. Support the Examinations Officer with effective organisation and administration of all internal and external examinations and assessments across all modes of attendance.

#### DUTIES

1. Adhere to the JCQ/Awarding body rules and regulations. Reporting non-compliance to the Senior Examinations Offer.
2. Assist with the training of invigilators/staff to ensure compliance with the JCQ/Awarding body rules and regulations.
3. Ensure the MIS system is the primary source for examinations data by ensuring all examination activity is recorded and updated in a timely manner.
4. Responsible for ensuring records on examining bodies websites are maintained and reconcile with the internal MIS system.
5. Responsible for the effective organisation and administration of examinations for one or more awarding bodies.
6. Actively involved in the technological advancements of online examinations.
7. Submit entries to awarding bodies, meeting external entry deadlines and ensuring adherence to regulations of each individual body.
8. To set up, start and finish examinations as necessary in accordance with examination body guidelines.
9. To liaise with the Timetable Officer for the booking of suitable rooming for examinations.
10. Provide notification of examination results to students and staff as appropriate, ensuring confidentially at all times.

11. Ensure access arrangements are applied for in accordance with the published deadlines.
12. To receive and check examinations certificates received from awarding bodies.
13. Check the correct examination papers/materials are on site in advance and ensuring the safe custody as required by the JCQ/Awarding body rules and regulations.
14. To ensure that candidates are supplied with the correct question papers and other materials, inform invigilators of any special arrangements or requirements, deal with any urgent problems arising, and supervise the despatch of scripts.
15. To ensure that students receive their results and certificates and that results lists and unclaimed certificates are kept in safe custody.
16. Ensure examinations fees have the necessary finance paper raised/approved and are costed to the correct department.
17. To assist with the checking of large data sets which inform published statistics.
18. To communicate regularly with the examining bodies, supplying and receiving information, negotiating or requesting, as appropriate, special arrangements and dealing with problems.
19. Provide advice and guidance to staff in relation to the College Examinations Policy and awarding body regulations.
20. To ensure that relevant administrative staff are aware of the College internal entry procedures and supply them with the appropriate information.
21. To deal with any student and staff queries, offer advice and supply information as appropriate.
22. To be aware and compliant with the HCUC GDPR/Data protection policy/procedures.

#### **OTHER DUTIES**

1. To take an active part in the appraisal and mentoring processes.
2. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety policy.
3. To comply with and actively promote the College's Equal Opportunities Policy.
4. Participate in and contribute to the College's in-service and training activities.
5. To participate in enrolment duties.
6. To carry out all other duties as may be reasonably required by the Director of Funding and Information
7. To ensure compliance with the College's Financial Regulations.

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

## Person Specification

### Assistant Examinations Officer

	Essential	Desirable	How assessed?*
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>Good general level of education (to GCSE level or equivalent including Maths and English at Grade 4/C or above, or equivalent)</li> </ul>	✓		AF/Cert
<b>Knowledge, Skills and Experience</b>			
<ul style="list-style-type: none"> <li>Experience gained within an administrative role in a busy, customer-focused environment</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Excellent organisational and time management skills and ability to prioritise workload effectively</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Good IT skills, including working knowledge of Microsoft Office software, particularly Excel</li> </ul>	✓		AF/T
<ul style="list-style-type: none"> <li>Good standard of literacy and numeracy</li> </ul>	✓		AF/T
<ul style="list-style-type: none"> <li>Ability to maintain accurate records, both manual and on a database</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Good written and verbal communication skills</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Excellent customer service skills</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Confident communicator, able to give clear verbal instructions</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Ability and willingness to invigilate examinations after a period of training</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Experience gained within an educational environment</li> </ul>		✓	AF/IV
<ul style="list-style-type: none"> <li>Experience of examinations/knowledge of examining bodies</li> </ul>		✓	AF/IV
<ul style="list-style-type: none"> <li>Experience of administering on-line examinations</li> </ul>		✓	AF/IV
<b>Personal Attributes</b>			
<ul style="list-style-type: none"> <li>Ability to communicate effectively with people at all levels in an organisation</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Committed to Equality and Diversity and Safeguarding</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Understanding of the importance of compliance with data protection policies</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Ability to work under pressure</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Ability to work effectively as part of a team</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Ability to work unsupervised and use own initiative</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Willingness to travel to other College campuses (Hayes, Harrow and Richmond) if/when required</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>Willingness to work flexibly when required</li> </ul>	✓		AF/IV
<b>Competencies</b>			
<p><i>Support staff should be able to demonstrate competency in the following areas:</i></p> <p>Communication; Planning and Organising Working Together ; Customer Services Adaptability/Flexibility</p>	✓		AF/IV

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/Skills test)

Cert = Certificates checked on induction