

# JOB DESCRIPTION

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POST TITLE: Examinations Assistant

PURPOSE OF JOB: Provide administrative support to the Examinations Officer

RESPONSIBLE TO: Examinations Officer

It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

## PRINCIPAL TASKS AND RESPONSIBILITIES

- To assist with the administration of all internal and external examination registrations and entries.
- To assist with ensuring that all information relating to examination entries, timetables, fees and locations is accurate and made available to staff and students at the correct time.
- To assist with processing examination entries and resit entries for students, including the administration of private candidates, collecting the appropriate fees for entries.
- To assist in the production and publication of seating plans for each examination session and to keep the examination notice boards up to date.
- To assist with the daily operation of public examinations, including the preparation of rooms, despatching of candidates' scripts and overall administration of the examinations.
- To assist with the publication of the invigilation schedule for each examination session and to assist with the co-ordination of invigilators.
- To assist with the general administration of examinations, including the supervision of students with examination clashes, absences from exams and applications for special considerations.
- To circulate incoming information from the examination boards, logging important communications and ordering of exam stationery.
- To assist with the logging and storing of all examination papers, ensuring that all examination materials are stored and secured at all times in adherence with JCQ regulations.
- To ensure that examination certificates are checked, collated and distributed.
- To assist with processing of applications for reviews of marking and copies of exam scripts
- To assist with preparing documents, letters etc. as and when required.
- To assist with incoming exam enquiries from students, parents and private candidates
- To attend such courses and meetings as are considered necessary to ensure that the college keeps abreast of recent developments in examination administration.

## **GENERAL RESPONSIBILITIES**

- To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
- To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
- To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
- To comply with all other College policies and procedures.
- To undertake personal and professional development to meet the changing demands of the position and to participate in appropriate training activities.
- To undertake any other duties commensurate with this post as the Principal may from time to time decide.

# PERSON SPECIFICATION



	ESSENTIAL	DESIRABLE
<b>Knowledge/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 GCSE English and Maths at Grade C/4 or above or relevant experience</li> </ul>	
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• Recent administrative &amp; customer facing experience</li> <li>• Familiar with Microsoft Office, especially Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of working in an Examinations Office within an educational setting</li> </ul>
<b>Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills, including telephone manner</li> <li>• Ability to communicate effectively with both students and staff</li> <li>• Excellent team working skills</li> <li>• Strong organisational skills</li> <li>• Ability to follow pre-defined procedures</li> <li>• Ability to remain calm in a busy environment</li> <li>• Excellent attention to detail and high levels of accuracy</li> <li>• Problem solving</li> <li>• Flexible attitude and emphasis on prioritisation of workload while multi-tasking</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Motivated, adaptable and hardworking</li> <li>• Flexibility in terms of working hours during exam series</li> <li>• Confident, diplomatic and friendly manner</li> <li>• Honest and trustworthy</li> <li>• Commitment to undergo further training and development as appropriate</li> </ul>	