

## Department and Post Details

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| <b>Department name</b>    | <b>Student and Information Services (SIS)</b>  |
| <b>Post Details</b>       | <b>Exams Administrator</b><br>An enthusiastic and suitably skilled person is required to work as part of a flexible team in a busy environment with a high volume of rewarding work activities. The role also will see the successful candidate working closely with the Examinations Manager to provide an efficient and student focused examinations service.  |
| <b>Staffing structure</b> | Examinations Manager<br>Two Senior Invigilators<br>A large team of regular Invigilators<br>Working closely with the Learning Support Team, Student and Information Services (SIS) Team and other appropriate staff   |
| <b>The role</b>           | <p>You will assist the Examinations Manager with all aspects of exams and internal synchronised assessments ensuring an efficient and effective service. You will provide proactive and responsive support to contribute to a high standard of provision for all examination processes in accordance with JCQ regulations and College policies.</p> <p>You will maintain an up to date understanding of all JCQ and exam board regulations to ensure college compliance. You will deliver front line customer service to students, parent/carers and staff in all aspects of the College examination service in a timely and efficient manner.</p> |

### **Applicants selected for interview:**

Applicants who are shortlisted may be provided with an opportunity to present their skills with an office-based task. Details will be provided to shortlisted candidates on the day of the interview.