

<b>Post:</b>	Exams Administrator
<b>Department:</b>	Student & Information Services
<b>Salary Grade:</b>	Scale
<b>Responsible to:</b>	Director of SIS Examination Manager
<b>Hours &amp; Distribution:</b>	37 hours per week – Term time only (plus 10 days)
<b>Working closely with:</b>	Director of SIS, Examination Manager, Invigilators, Learning Support Team and Heads of Department

**Key Purpose:**

To assist the Examination Manager with all aspects of exams and internal assessments ensuring an efficient and effective service. 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.

To have and maintain an up to date understanding of all JCQ and exam board regulations to ensure college compliance. To 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.

**Duties and Areas of Responsibility:**

Work flexibly with the Examination Manager, the Examination Assistants and as a team to prioritise workloads according to the college business cycle and external deadlines. This will include but not limited to;

<b>Operation and Co-ordination</b>	
<b>1</b>	Acting as a key-holder for the examination secure storage facility and responsibility for good practice in relation to the security, storage and distribution of examination materials in accordance with JCQ requirements.
<b>2</b>	Understanding and keeping up to date with changes in exams and assessments brought about by changes in Government policies or Awarding Organisation procedures.
<b>3</b>	Working under the direction of the Examination Manager, and with colleagues, on the day to day administration of external and internal assessment processes and systems including, but not limited, to the maintenance and updating of all related computerised and manual records in a strictly confidential manner.
<b>4</b>	Undertaking necessary administrative tasks relating to the preparation for, the sitting of and despatch of student examination papers to the relevant external body and within the guidelines and time frames set by those bodies.
<b>5</b>	Being available in College on results download and release days to assist in providing support to the Examination Manager and colleagues in the importing of, processing of and distribution of results to students.
<b>6</b>	Assisting the Examinations Manager with the awarding body post results processes in accordance with the JCQ requirements and within published time frames.
<b>7</b>	Assisting with the secure distribution of examination certificates for all public examinations.
<b>8</b>	To carry out the duties of the Examination Manager in their absence.
<b>Budgets &amp; Resources</b>	

1	Identifying resource needs within your area and ensure the most cost-effective use of budgets.
2	Comply with all financial procedures, particularly in relation to ordering processes.
<b>Environment and Facilities</b>	
1	Maintaining a clean, healthy, safe working environment by consulting with Facilities staff and complying with appropriate legislation or college policies/procedures.
<b>Quality &amp; Reporting</b>	
1	Support quality control procedures and customer feedback monitoring in line with plans and targets.
2	Report to appropriate colleagues on possible strategies for service development delivery.
<b>General (including Personnel and Relationships)</b>	
1	Work effectively with College Services and related other teams to ensure an effective service, operating timetable and duty rotas.
2	Support performance management procedures and be an active participant in appraisal.
3	Engage in continuing professional development by attending relevant meetings and training sessions either within College or externally.
4	Ensure all appropriate paperwork is completed in line with College requirements.
5	Ensure awareness and implementation of relevant legislation and College policies, particularly those relating to health and safety, equal opportunities, data protection and safeguarding and comply with requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
6	Ensure all service policies and procedures are documented, clear and up to date.
7	Engage with College staff to ensure an effective service delivery maintaining a professional attitude at all times.
8	Support the development of College services.
<b>Other</b>	
Any other responsibilities appropriate to the position.	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

**The above job description was agreed as detailed below:**

<b>Name of the Post holder:</b>	
<b>Sign:</b>	<b>Date:</b>
<b>Name of Line Manager:</b>	
<b>Sign:</b>	<b>Date:</b>