

Post:	Exams Administrator
Department:	Student & Information Services
Responsible to:	Director of SIS Examination Manager
Hours & Distribution:	37 hours per week – Term time Only (plus 10 Days)
Working closely with:	Director of SIS, Examination Manager, Invigilators, Learning Support Team and Heads of Department

E = Essential D = Desirable

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the College receives a high volume of applications the desirable criteria may also be used for shortlisting purposes.

		E	D	Method of Assessment
Qualifications				
1	Good standard of general education to GCSE level or equivalent	✓		Application
2	Evidence of experience, training and/or qualifications that reflect appropriate Examination Office skills		✓	Application Interview
Experience and Background				
1	Previous experience of working in a School or College, ideally working as or alongside an Examinations Officer or Exams Assistant		✓	Application Interview
2	Experience/knowledge of Microsoft Office and in particular Word, Excel and Outlook	✓		Application Interview
3	Experience of working effectively both independently and as part of a team	✓		Application Interview
Personal Qualities				
1	Excellent organisational and time management skills; is able to plan, organise, prioritise and work to a high professional standard to meet tight deadlines with minimal supervision	✓		Application Interview
2	Ability to communicate effectively and competently deal with a large volume of enquiries from staff, students, parents and external awarding bodies	✓		Application Interview
3	Ability to work to strict instructions, regulations and policies with accuracy and high attention to detail.	✓		Application Interview
4	Exercise a high degree of integrity, discretion and confidentiality at all times. Awareness of data protection.	✓		Application Interview
5	Flexible approach to working hours	✓		Interview
6	Willingness to undertake training as required	✓		Interview