















Job Description

Post:	Exams Administrator	
Salary Grade:	Band 7	
Responsible to:	Head of Data Support and Exams	

Key Purpose

To provide assistance and support to the Exams Site Co-ordinators

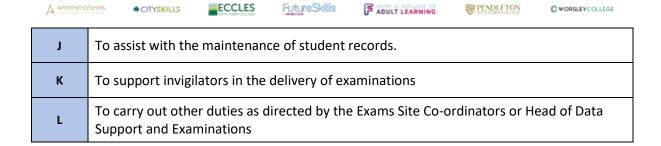
To assist with all examination and assessment related activities

To deputise for the Exams Site Co-ordinators

Responsibilities

Α	Take responsibility for assigned examinations related activities
В	To ensure all examinations are planned and prepared in a timely manner
С	To support with any examination related inspections
D	To support exam access arrangements
E	To support the student experience
F	To deputise for the Exams Site Co-ordinators as required
G	To carry out and/or assist with exam planning & preparation under the direction of Exams Site Co-ordinators.
н	To support the effective administration & implementation of exam access arrangements
- 1	To assist with / lead on the delivery of examinations including any related administration and invigilation where required





Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:
Date:
Name of the post holder:





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Person Specification

	Essential			Desirable			
Qualification	1	Education to secondary school level	Application	A	IT Level 2 or equivalent	Application	
	2	Minimum of GCSE Maths and English or equivalent	Certificate				
Professional Development	3	Evidence of ongoing Professional Development	Application				
Experience	4	Working with young people	Application / Interview	В	Working within a College environment	Application / Interview	
Knowledge	5	Evidence of administrative skills including the use of MS Office programmes	Application / Interview	С	Experience of delivering examinations in an education setting	Application / Interview	
Skills / Qualities	7	Ability to adapt to the needs of students Flexible approach to working in a changing situation Caring & positive attitude towards supporting	Application /	D	Ability to use word and excel to a good level	Application /	
	9	students with learning difficulties and abilities Excellent communication and interpersonal skills Good organisational skills	interview			interview	
Other	11	Commitment and responsibility to	Application / Interview				



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		12	safeguarding and promoting the welfare of children and vulnerable adults Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview					
		13	DBS Check acceptable to the college will be undertaken for successful applicant	Appointment					

