

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

A	Take responsibility for assigned examinations related activities
B	To ensure all examinations are planned and prepared in a timely manner
C	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.
H	To support the effective administration & implementation of exam access arrangements
I	To assist with / lead on the delivery of examinations including any related administration and invigilation where required



J	To assist with the maintenance of student records.
K	To support invigilators in the delivery of examinations
L	To carry out other duties as directed by the Exams Site Co-ordinators or Head of Data Support and Examinations

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:



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	B	Working within a College environment	Application / Interview
Knowledge	5	Evidence of administrative skills including the use of MS Office programmes	Application / Interview	C	Experience of delivering examinations in an education setting	Application / Interview
Skills / Qualities	6	Ability to adapt to the needs of students	Application / Interview	D	Ability to use word and excel to a good level	Application / Interview
	7	Flexible approach to working in a changing situation				
	8	Caring & positive attitude towards supporting students with learning difficulties and abilities				
	9	Excellent communication and interpersonal skills				
	10	Good organisational skills				
Other	11	Commitment and responsibility to	Application / Interview			

	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			

