

**Job Description**

**Post: Examinations Administrator**

**Salary spine: Support Staff**

**Grade: 5**

**Salary: £25,751 - £27,519**

**Hours of work: Term time only (36 hours per week plus 10 Days)**

**It will be necessary to work some additional hours during busy exam periods and some holidays as part of the +10 days. Any additional time worked may be taken as ‘time off in lieu’ by arrangement.**

**Responsible to: Examinations Manager**

**Main purpose of the post:**

To contribute to the effective planning, resourcing and running of all college and public examinations. To include:

* Contribute to the general running of the examinations office – answering emails, taking phone calls and helping staff, students and parents/carers with enquiries.
* Be competent in the use of the college MIS system, Microsoft Office software and any other software packages as needed.
* Be confident with the JCQ examination regulations, and any additional regulations put in place by the examination boards.
* Send out information to staff, students and parents/carers as required.
* Assist with the compilation of various public examination timetables from exam board provisional and final timetables
* Make registrations and examination entries using the college MIS system and the examination board secure websites
* Liaise with colleagues in the IL department to determine student Exam Access Arrangement requirements and update relevant systems.
* Use various examination board public secure websites to download and upload relevant information.
* Prepare for each set of examinations, to include assigning rooms, creating seating plans and preparing examination paperwork packs.
* Allocate invigilators to ensure all rooms are covered at the relevant JCQ ratio.
* Receive, check, record and store secure materials from the examination boards
* Immediately before each examination, retrieve the correct secure materials from the secure store and ensure the correct question papers are sent to each exam room.
* Guide the invigilators as needed about the correct operational exam procedures
* Receive the secure materials back from each exam room and process them according to the established procedures
* Any other duties of a similar level at the request of the Examinations Manager

**Other general responsibilities:**

1. **Operational/Strategic Planning**
   1. Contribute to setting standards in the Department’s annual self assessment report and action plan in line with the College’s planning and quality assurance procedures.

**2. Teaching/training**

(not applicable)

1. **Curriculum Development**

(not applicable)

1. **Staffing**

4.2 Work collaboratively as part of a team to share good practice.

4.3 Work flexibly providing cover for absent colleagues when required.

4.4 Participate in continual professional development and coaching and mentoring to enhance and share good practice.

**5. Students**

**Safeguarding**

5.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.

**Discipline**

5.2 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy.

**Learner Involvement**

5.3 Contribute to the development and implementation of the Learner Involvement Strategy in order to improve the quality of provision and to respond appropriately to learner needs.

**6. Quality Assurance**

6.1 Contribute to the Self Assessment Report and Quality Improvement Plan within the Department.

6.2 Participate in the College’s Performance Management Review system and have an annual review meeting with your line manager.

6.3 Keep a professional development file to record personal training and development.

**7. Equality and Diversity**

7.1 Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.

**8. Management Information and Administration**

8.1 To be competent in the use of the College’s administrative software, and the use of Microsoft Office software.

8.2 To ensure compliance with data protection regulations.

**9. Communications**

9.1 Attend College events, briefings and meetings as part of the College’s meeting schedule.

9.2 Use the College’s systems, policies and procedures to communicate issues as necessary.

**10. Marketing and Liaison**

10.1 Contribute to the marketing and promotion activities of the College and the Department.

**11. Management of Resources**

(not applicable)

**12. Other**

12.1 Contribute to the college mission and ethos and support the aims and objectives of the College.

12.2 Follow and comply with the college’s policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect the levels of Health & Safety across the College.

12.3 Undertake any other duties of an equal nature as assigned by the Principal or her designated alternate.

August 2025