**Job Description:**

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| **Post:** | **Examinations Assistant** |
| **Salary Grade:** | Grade 3 (FTE: £18,489.06-£22,561.38. Actual salary: £8,455.19-£10,317.49) |
| **Responsible to:** | Examinations Co-ordinator |

**Key Purpose:**

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| **1** | To process information to support the examination function of the organisation. To support the organisation of examinations in the College |

**Key Responsibilities and Accountabilities:**

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| **1** | Process and list examinations entries using the computerised system. Make entries and submit using EDI and on-line. Ensure that all entries are made correctly and meet external deadlines. |
| **2** | Process Access arrangements to relevant examination boards within the guidelines set by QCA and JCQ, ensuring that external deadlines are met and enter these arrangements onto timetable. |
| **3** | Process invoices. |
| **4** | Set up examination rooms for students with Access arrangements, ensuring that the word processors are in place where necessary. |
| **5** | Set up examination rooms for on-line examinations and printing these results and dispatching to students. |
| **6** | Prepare candidates’ envelopes for timetable, result and certificate notification.  |
| **7** | Record results and enter ILR onto college system. |
| **8** | Word process general correspondence concerning examinations including letters and notifications. Set up spreadsheets and send e-mails. |
| **9** | Carry out such other duties within the college as are assigned by the Head of MIS and Exams that are commensurate with the grade of the post. |
| **10** | The post holder would also be expected to undertake additional hours during the main examination periods, i.e. May and June, and other times when essential for which time off in lieu or payment would be made. |

**Cross College Responsibilities and Accountabilities:**

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| **1** | Provide ad-hoc information to HR and managers |
| **2** | Dealing with queries from staff and external organisations |
| **3** | Adhere to College policies and procedures |
| **4** | Be compliant with Statutory legislation |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| **1** | Good standard of education, with a minimum of GCSE/equivalent Grade C or above in English and Maths | X |  | A |
| **2** | IT Qualification NVQ Level 2 or equivalent |  | X | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| **3** | Excellent IT skills with knowledge and understanding to include Microsoft Excel and Word. | X |  | A/I |
| **4** | Ability to maintain confidentiality at all times and maintain data security. | X |  | A/I |
| **5** | Understanding of Health & Safety issues in a workroom based environment. | X |  | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| **6** | Highly organised, able to work independently, to effectively prioritise in order to meet deadlines. | X |  | A/I |
| **7** | Flexible and adaptable, willing to work as part of a team and undertake a wide range of tasks to include sharing and demonstrating ideas of good practice. | X |  | A/I |
| **8** | Excellent written and verbal communication skills, with the ability to communicate with and develop effective working relationships with member of staff at all levels of seniority, students and external contacts. | X |  | A/I |
| **9** | Competent in using Microsoft Office packages e.g. Word, Excel | X |  | A/I |
| **10** | Experience in Examinations |   | X | A/I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment