



## JOB DESCRIPTION

<b>TITLE:</b>	Exams Administrator
<b>SALARY:</b>	Grade G £11,723.35 - £13,030.05 (£24,098 - £26,784 FTE)
<b>CAMPUS:</b>	Slough and Langley College (but may be required on occasions to travel to other College campuses within the group)
<b>HOURS / BASIS:</b>	18 hours per week / permanent
<b>RESPONSIBLE TO:</b>	Group Exams Manager
<b>DEPARTMENT:</b>	Exams

### JOB PURPOSE:

To deliver an effective and responsive examination service to staff and students by providing administration support to the Examination Team.

To provide Examination services including, but not limited to, Examination registration, liaison with awarding bodies, supporting the organising examinations, invigilation and gathering, recording and distributing results to all parties involved in examination processes and procedures.

### KEY ACCOUNTABILITIES:

1. Investigate and where possible resolve staff and student queries relating to examinations
2. Provide general administration support to the Examinations Team
3. Work with Exams Officers to ensure that examination closing dates and timetables are publicised.
4. Work with the Exams team to ensure that invigilators are scheduled to run appropriate exams and assessments
5. Ensure effective and timely advice and guidance is supplied to students, staff and partners



6. Ensure availability of certificates and/or progress records are notified to learners on a timely and efficient basis throughout the academic year
7. Assist in the control of the examinations budget by ensuring examination processes save costs through the reduction of unnecessary exam fees (particularly duplicate entries and late fees)
8. Respond positively to ad-hoc demands for examinations and or assessment information and advice and assist in the publication of results
9. Ensure consistency of working practice with other areas of Examinations and to work towards agreed service standards
10. Any other duties commensurate with the grading of this post as may be required from time to time.

### **Note**

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

*The nature of the work may involve the jobholder carrying out work outside of normal working hours which may include occasional weekends and public holidays.*

## PERSON SPECIFICATION

### JOB TITLE: Exams Administrator

	Essential	Desirable	Source of evidence
<b>QUALIFICATIONS</b>			
At least 4 A-C grade GCSE qualifications or equivalent (Level 2) including English and Maths.	X		AF
<b>EXPERIENCE</b>			
Experience of working in an administration role.	X		AF / IV
Experience of working in exams in the FE or educational sector.		X	AF / IV
<b>SKILLS / KNOWLEDGE / ABILITIES</b>			
Proven ability to think logically through processes and to demonstrate problem solving skills.	X		IV
Proven ability to work proactively, under pressure and demonstrate initiative.	X		IV
Proven ability to organise workloads, manage time effectively and multi-task effectively with a wide range of people both orally and in writing.	X		IV
Ability to work effectively as part of a team.	X		AF / IV
Demonstrate interpersonal communication skills, with the ability to communicate effectively with a wide variety of people both orally and in writing.	X		IV
Proven IT and computer skills and ability to use all the office suite such as MS Word, Excel and Outlook.	X		AF / IV

**KEY:**

- Evidence of all the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
- All the elements marked IV will be assessed at interview.
- All the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test/Presentation