

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Examinations Officer
Job Ref No:	REQ000180
Contract type:	Permanent
Hours per week:	Full Time – 36½ hours per week
Term-time only:	No
T&Cs:	Business Support
Band:	C
Salary:	£18,250 to £20,250 per annum
Location:	South & City College Birmingham*
	*Post-holders can be required to work at any College Centre
Responsible to:	Examinations Manager

Aims of Job/Job Purpose

Working with the examination team, ensure that a professional and effective college examination function is in place. Handling a specific workload you will be a key contact for faculties in all aspects of accreditation and registration. You will also act as a liaison between the college and awarding bodies on individual learner matters.

Key Accountabilities and Responsibilities

- To apply the college's policies and procedures effectively.
- To be responsible for specific workload as delegated by the examination Manager
- To ensure that data entered from manual records to the electronic system is accurate, and able to stand up to rigorous audit testing.
- To carry out the administration of all examination functions to include
 - Maintenance of examination related systems and data.
 - Awarding body registrations and amendments.
 - Examination entries (EDI entries to awarding body where appropriate).
 - Set up appropriate environment for exams/assessment according to awarding body and college regulations in conjunction with other divisions.
 - Ensure examination documentation is processed accurately.
 - Collate the assessment documentation and process according to the awarding body and college regulations.
 - Complete and or amend and process achievement data with the awarding body (SRF etc).
 - Enter the results onto the student record system.
 - Process the certificates.

Other Duties and Responsibilities

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with college policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
Level 2 or equivalent	✓		Application Form/Interview/ Assessment
Knowledge and understanding of awarding body processes (desirable)		✓	Application Form/Interview/ Assessment
Knowledge and understanding of databases.	✓		Application Form/Interview/ Assessment
1 + years' experience working within a learner records or customer focused environment	✓		Application Form/Interview/ Assessment
Must be numerate and literate	✓		Application Form/Interview
<p>Ability to analyse information and to report as required</p> <p>IT literate with competent keyboard skills and proficient in MS packages (Word, Excel, Power Point & Access)</p> <p>Excellent interpersonal skills, both verbally and written</p> <p>Self-motivated</p> <p>Demonstrate an understanding of multi-cultural diversities</p> <p>Be committed and enthusiastic about the College and the divisions 'can do' attitude</p> <p>Innovative and adaptable to new working practices</p> <p>Good telephone manner</p>	✓		Application Form/Interview/Assessment
Willingness and ability to work as a member of a team, including working co-operatively and supportively with colleagues, sharing information, expertise and experience and progressing issues through to conclusion	✓		Application Form/Interview
<p>Able to work flexibly across college sites</p> <p>Able to work outside of the normal working week, with reasonable notice, as required and depending on the needs of the service. This may include occasional evening and weekend working</p>	✓		Interview