

ROLE DESCRIPTION

ROLE TITLE:	Examinations Officer
REPORTING TO:	MIS & Examinations Manager
LOCATION:	Franklin College, Grimsby
APPOINTMENT TYPE:	Full-time (1.0 FTE), with possibility for part time or term time work by negotiation. Permanent
DATE:	November 2018

ROLE PURPOSE:

The post-holder will report to the MIS and Examinations Manager and will be responsible for administering all aspects of the examination service, ensuring the service is efficient, complies with regulatory and internal obligations.

WORKING HOURS: The role will require flexible working arrangements to meet the seasonal nature of the examinations cycle. Longer working hours will be required during peak times, and will be compensated through time off in lieu.

BUDGET RESPONSIBILITY: Operational responsibility for the examinations budget

MAIN DUTIES AND RESPONSIBILITIES

- Take responsibility for the effective and efficient arrangement of the entire examinations process.
- Maintain accurate examination records, in both paper and electronic form.
- Manage and train the team of examination invigilators
- Ensure the college complies with the Joint Council for Qualification and Exam Board regulations
- Maintain the college's internal examination policies in line with both the internal needs of the college and external requirements, in coordination with the MIS & Examinations Manager.
- Register the college with examination boards and undertake the necessary work to maintain these registrations

- Maintain up-to-date knowledge of examination processes and policies, both internal and external
- Timetable student examinations and produce of seating plans
- Work with Learning Support to provide appropriate support to students requiring access arrangements
- Work with the MIS and Examinations Manager to plan and efficiently manage the examination budget
- Work with the Finance department to ensure the accuracy of income and expenditure to and from the examinations budget
- Provide students and staff with support and guidance about the examinations process
- Manage the dissemination of examination results and certificates to students
- Work with the MIS and Examinations Manager to deliver continuous improvements to the examination service
- Contribute to the college's quality improvement process
- Comply with all aspects of college's Data Protection policy and legislation, ensuring the security of learner and other personal information.
- Safeguard the welfare of students and comply with the college's safeguarding policy and legal obligations.
- Promote Equality, Diversity and Inclusion and comply with the college's EDI policies and legal obligations.
- To work within the wider MIS and Examinations Team to support the work of the department
- Carrying out other duties commensurate with the nature of the position

The post holder will be paid at Pay Point 32 = £25445 for full time all year round

November 2018

	Essential	Desirable	Application	Interview	Practical Task
Qualifications					
GCSEs in Maths and English at grade C/4 or above (or equivalent)		✓	✓		
Experience					
Knowledge of examination procedures in a sixth form or further education college		✓	✓	✓	
Experience of working in a busy environment to strict deadlines	✓		✓	✓	
Skills and Knowledge					
Attention to detail and commitment to accuracy	✓			✓	✓
Strong interpersonal and communication skills	✓		✓	✓	✓
Effective organisational and administrative skills	✓			✓	✓
Compliance with H&S, Equality and Safeguarding legislation	✓			✓	
Safeguarding of students' well-being	✓			✓	
Effective ICT skills	✓		✓	✓	✓
Attitude and impact					
Positive, enthusiastic, 'can do' attitude	✓			✓	
Ability to work on own initiative and as a member of a team	✓		✓	✓	
Keen to improve self and others by participating in continuing professional development	✓		✓	✓	
Makes a positive contribution to the wider life and ethos of the College	✓			✓	
Always acts in a fair, unbiased and ethical way	✓			✓	
Flexible and adaptable approach to work	✓			✓	