

NEWHAM COLLEGE LONDON

Job Title	Exams Assistant
Department	Exams
Reports to	Exams Manager
Contract	36 hours per week
Location	NewVlc

Our Vision & Values

“To develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers. “

College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
 - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
 - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
 - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
 - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
 - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person's list check.

Job Purpose

To assist with the day to day operations and to provide administrative support to the Examinations team. To work efficiently, effectively and collaboratively across college, processing student examinations and assessments.

Key Duties and Responsibilities

1. To process examination and assessment entries onto the College's Management Information System and ensure that documentation is properly stored.
2. To prepare and dispatch entries to the Examination Boards.
3. To log requests for access arrangements, when requested by tutors, for the candidates with physical or learning disabilities.
4. Receive and prepare all examination materials and ensure it is kept in conditions as specified by the awarding organisation, including despatch and scripts.
5. To input examination/assessment results onto the College's Management Information System.
6. To issue candidates results/certificates received from the Examination Boards.
7. To take payment of examination resit and remark fees where applicable and ensure receipts for all payments are provided to the finance department.
8. To plan invigilation cover for examinations on the exam timetable, contacting invigilators with allocations and informing the Exams Officer or Manager of any issues with cover.
9. To assist the Exams Officer and Exams Manager in providing regular training updates for invigilators to ensure regulatory compliance.
10. To act as an invigilator/ reader or scribe where required if an invigilator cannot be sourced.

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- 11.** To ensure a joined-up examination service for the group by working with teams across other sites and providing examination cover at other sites when required.
- 12.** To undertake any other administrative duties or project work as required.
- 13.** To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- 14.** To be proactive in identifying and pursuing opportunities that are appropriate to maintaining your professional development, and actively participate in the College's appraisal scheme.
- 15.** To carry out duties at all times with due regard to the College's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- 16.** To work flexibly and to undertake such other duties that may reasonably allocated by the line manager.
- 17.** To undertake any other duties consistent with the key responsibilities and/or duties of the post.

Person Specification: Exams Administrator

Qualifications & Training

Essential:

- GCSEs (or equivalent) in English and Mathematics at grade C/4 or above.

Desirable:

- Relevant administrative qualification (e.g., NVQ Level 2/3 in Business Administration) or equivalent experience.

Experience

Desirable:

- Experience working in exams in an educational setting.
- Working with student records and data management systems (e.g., SIMS, ProSolution, or similar).
- Knowledge of awarding body regulations and compliance.

Skills & Knowledge

Essential:

- Excellent attention to detail and high level of accuracy.
- Strong organisational and time management skills, with the ability to prioritise tasks effectively.
- Proficiency in Microsoft Office (Excel, Word, Outlook) and other administrative systems.
- Good communication skills (verbal and written) with the ability to liaise effectively with staff, students, and external bodies.
- Ability to follow procedures and work within examination regulations.

Desirable:

- Knowledge of JCQ (Joint Council for Qualifications) regulations and other relevant examination bodies.
- Ability to analyse and interpret data, producing reports as needed.

Personal Attributes

Essential:

- A proactive and adaptable approach to work.
- Ability to work effectively as part of a team and independently.
- Calm under pressure, especially during busy examination periods.
- Willingness to undertake further training relevant to the role.