Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

Job description

Post:	Lead Examinations Officer
Responsible to:	Head of MIS and Examinations
Coordinates with:	Staff both within the department and across the college

Summary of responsibilities:
As Lead Examinations Officer, you will be responsible for the end-to-end management and delivery of the College's internal and external examination and assessment processes. This includes direct line management of the Examinations Officer, oversight of invigilators and administrative support, and ensuring full compliance with JCQ and awarding body requirements.

Principal duties:

- To lead the planning, coordination and delivery of all examinations processes at the college in accordance with JCQ regulations.
- To line manage the Examinations Officer, providing direction, support, performance management, and professional development.
- To manage the personnel and daily operations of the Examinations Office including the work of the invigilators and any administrative support.
- To act as the college's principal point of contact for all matters relating to examinations, liaising effectively with awarding bodies, curriculum and support teams, students, and parents.
- To ensure a consistently high level of customer service, support, and communication to staff and students throughout all stages of the examination cycle.

Tasks associated with principal responsibilities:

- Lead the examination and invigilation teams, ensuring the staff have clear objectives, and managing the accuracy and effectiveness of work and its functions, liaising closely with the Head of MIS and Examinations.
- Provide assurance to the Head of MIS and Examinations that the examination service is operating effectively and adheres to all the relevant internal and external JCQ and Awarding Body requirements.
- Maintain and develop procedures, controls and documentation to ensure secure and compliant management of all exams-related activities.
- Managing the entry and/or registration of students for examinations or assessments in liaison with Awarding Bodies, curriculum and senior college staff, using the computerised information systems in college or provided by the Awarding Organisations ensuring manual back ups as appropriate.
- Lead the planning and logistics for internal and external assessments, including rooming, timetabling, staffing, and accessibility arrangements.
- Be responsible for the secure receipt, storage, and distribution of examination papers,

stationery and scripts, in accordance with JCQ rules and internal protocols.

- Ensure that all staff involved in the examination process receive appropriate training, updates and resources to fulfil their responsibilities effectively.
- Monitor and evaluate the effectiveness of the examinations function, identifying areas for improvement and implementing changes in response to regulatory developments or operational needs.
- Keep up to date with national developments in qualifications, assessment regulations and Awarding Organisation procedures, providing informed guidance and updates to colleagues, to ensure that external regulations are adhered to.
- Contribute to the wider work of the MIS and Examinations team and represent the college professionally in relevant external networks and forums.

Summary of main terms and conditions

Salary	Points 10-14 of the Sixth Form Colleges Support Staff pay spine currently £26,666 to £30,119 per annum (full time).
Working hours	Your working hours will be 08:00am-4:00pm, Monday to Friday. You are expected to attend a weekly departmental meeting which will take place outside the core day. Some flexibility in the hours worked will be expected, this could include some work in the evenings and at weekends. Annual leave starting at 22 days (pro rata) plus bank holidays.
Pension scheme	You will be auto-enrolled into the Local Government Pension Scheme
Safeguarding	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
Payment	Your salary will be paid on the last working day of each month by BACS transfer.
Health	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
References	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.
Reviews	You will have regular reviews to assess your progress and set targets.

Person specification for Lead Examinations Officer

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
You've got...	
These are the qualifications and experience you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.	
GCSEs at Grade C/4 or above in English and Maths (or equivalent).	A
Evidence of training and/or qualifications that reflect appropriate Examinations Officer skills.	A, I
Knowledge of current JCQ and awarding body regulations and their practical application.	A, I
Experience of working in an examinations environment	A, I
Experience of leading or managing others	A, I
You're great at...	
These are the **essential** things that you have so you can do the job, without these you won't be considered for appointment.	
Proven practical experience of common ICT applications, e.g. spreadsheets, databases, word processing.	A, I
The ability to use the internet effectively and efficiently to interrogate awarding body websites for information.	I
Strong organisational skills and time management skills; is able to plan, organise, prioritise and work systematically to meet deadlines.	A, I
The ability to work independently and autonomously as well as within a team.	A, I
Ability to work to predetermined instructions, regulations and policies with accuracy and attention to detail.	A, I
Ability to work under pressure in a fast-paced environment to tight deadlines and a high professional standard.	A, I
Ability to demonstrate working with initiative and innovation to solve problems, make good judgments and highlight problems.	A, I

Excellent interpersonal and communication skills, both written and verbal, whether this be face-to-face, by telephone or by email.	I
High levels of discretion and confidentiality and awareness of data protection.	A, I
Has an excellent record of punctuality, reliability and integrity.	I
Enthusiasm, energy and commitment to one's continuing professional development	I
It would be good if you had...	
Whilst **not essential**, it would help in the role if you had any of the below.	
Previous experience of UNIT-e software or other relevant education management software	A, I
Experience of working with young people	A, I
Date of issue: July 2025	