



Exams Officer

37 hours per week

£19,299 per annum

Permanent

30 Days Holiday per year plus Bank Holidays

Auto Enrolment into the Local Government Pension Scheme

St Albans Campus

Do you have an energetic outlook and enjoy a challenge?

Are you excited by new opportunities?

Are you adaptable and enjoy working in a busy team?

Are you motivated by change?

Are you interested in inspiring student success?

Come and join the Exams team at Oaklands College.

Become an expert in administering exam systems and supporting students' individual exam needs.

RECRUITMENT- short listing criteria

- Good standard of education 5 GCSEs grade C or above including level 2 in maths or equivalent qualification or extensive experience
- Experience of using Microsoft Office
- Experience of working in a customer role
- Experience of data entry
- Experience of working independently with limited direction

Closing date: Sunday 20th August at 23:59

Interview date: 30th August

Job Description

CAREER FRAMEWORK

JOB TITLE Exams Officer

REPORTING TO Exams and Achievement Manager

SUMMARY OF POST

To assist with the planning, organisation and administration of all aspects of public exams and assessments which are to be conducted efficiently in the best interest of candidates. To support learners and assist staff with excellent customer service in relation to exam registration, distribution of results, examination certification and achievement data entry. The set up and management of access arrangements to support learners to achieve the best possible results.

KEY RESPONSIBILITIES

As administrative roles vary throughout the college your role may include all or some of the following

- Provide efficient and prompt administrative service to ensure the smooth and efficient running of the office, e.g. word-processing, filing, photocopying, data input, invoice processing, production and distribution of publications and documents, reports, statistics, agendas and minutes.
- To provide advice and information to customers as the first point of contact for a range of queries in line with the College procedures and in accordance with customer service standards and performance targets.
- To contribute to the development, maintenance and monitoring of systems, registers, records and databases for the efficient inputting, storage and retrieval of data, as required.
- To maintain diary/diaries, take minutes, make appointments; arrange meetings/events/courses/display boards and accommodation as directed.

Role specifics

- Use systems and procedures to ensure efficient examination registration and certification for all learners.
- To assist with all aspects of timetabling, accommodation and invigilation of College examinations
- To collate, collect and distribute relevant exam paperwork to the appropriate body/ invigilator
- Liaise with curriculum areas to ensure the smooth running to the whole exam process
- Work in compliance with awarding bodies' regulations at all times

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training and CPD events as necessary

CRITERIA

RECRUITMENT- short listing criteria

- o Good standard of education 5 GCSEs grade C or above or equivalent qualification or extensive experience
- o Experience of using Microsoft Office
- o Experience of working in customer services or administration
- o Experience of data entry
- o Experience of working independently with limited direction

ESTABLISHED

Completed probation period satisfactorily

Level 2 ICT, Numeracy and Literacy

Completed relevant in house training to the job role

Completed Induction programme

EXPERIENCED AND QUALIFIED

2 years experience in the role

Advanced IT

Level 3 qualification appropriate to the role

Evidence of CPD

DEVELOPED STAGE – Assessed against the values and behaviours

Career Framework

Job Title

PERSON SPECIFICATION (to be assessed at the interview stage)

PERSONAL ATTRIBUTES

Self motivated

Team Player

An awareness of cultural diversity

Positive, enthusiastic and can do attitude

Flexible work ethos to meet the needs of the department

Professional outlook and appearance

Customer orientated

SKILLS AND EXPERIENCE

Experience of working in administration and a customer focused environment

Experience of working with a range of software packages- word, excel, outlook

Experience of maintaining clear and accurate records

Effective listening skills

Experience of working independently with limited direction

Date approved

Date reviewed

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.