

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Job Title:</b>	Examinations Officer
<b>Job Ref No:</b>	<b>REQ000123</b>
<b>Contract type:</b>	Permanent
<b>Hours per week:</b>	Full Time – 36½ hours per week
<b>Term-time only:</b>	No
<b>T&amp;Cs:</b>	Business Support
<b>Band:</b>	C
<b>Salary:</b>	£18,000 to £19,000 per annum
<b>Location:</b>	South & City College Birmingham*
	*Post-holders can be required to work at any College Centre
<b>Responsible to:</b>	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)		✓	
Knowledge and understanding of data bases.	✓		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
Ability to analyse information and to report as required IT literate with competent keyboard skills and proficient in MS packages (Word, Excel, Power Point & Access) Excellent interpersonal skills, both verbally and written Self-motivated Demonstrate an understanding of multi-cultural diversities Be committed and enthusiastic about the College and the divisions 'can do' attitude Innovative and adaptable to new working practices Good telephone manner	✓		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