JOB DESCRIPTION

Job Title	Examinations Assistant
Contract	Permanent, Full-time
Job location	Elm Park Campus, Stanmore
Department	Exams
Reports to	Examinations Manager
Salary Range	£27,980 - £30,361 per annum

Job Purpose:
To support the effective, efficient and compliant administration and delivery of all internal and external examinations and assessments across the College.

The postholder will work closely with the Examinations Manager and curriculum colleagues to ensure that examination and assessment processes are planned, administered and conducted in accordance with the requirements of the JCQ, awarding organisations, regulatory bodies and College policies and procedures.

The postholder will contribute to a positive and supportive examination experience for students, ensuring that examination arrangements are accurate, secure, accessible and delivered consistently.

Key Responsibilities and Duties:

- Support the Examinations Manager in planning, coordinating and delivering all internal and external examination and assessment series
- Maintain an up-to-date knowledge of examination regulations, procedures and guidance, undertaking relevant training and professional development as required.
- Support the implementation of changes to examination regulations, systems and procedures.
- Maintain accurate, complete and auditable examination records and documentation.

- Identify and promptly escalate any concerns relating to examination security, malpractice, irregularities, regulatory compliance or breaches of procedure to the Examinations Manager.
- Accurately process examination and assessment entries, amendments, withdrawals and other candidate changes using the College MIS and relevant awarding organisation systems.
- Liaise with curriculum and teaching staff to confirm candidate entries, qualification details, examination requirements and assessment arrangements.
- Identify and resolve examination clashes and discrepancies in a timely manner.
- Produce and issue statements of entry, examination timetables and other examination-related information to students and staff.
- Accurately process examination results and ensure results information is correctly recorded within College MIS System.
- Support the administration of certificates, certificate amendments and post-results services, including enquiries about results and access to scripts.
- Assist with the preparation of examination rooms, seating plans, candidate registers, examination stationery and other required materials.
- Support the secure receipt, storage, handling, movement and distribution of examination papers and confidential assessment materials in accordance with the current regulations.
- Support the implementation of approved access arrangements and reasonable adjustments, working with relevant College colleagues to ensure arrangements are accurately communicated and appropriately delivered.
- Deal professionally, sensitively and appropriately with student, parent/carer and staff enquiries, particularly where students may be anxious or require additional support.
- Contribute to an inclusive and supportive examination environment that promotes equality of opportunity and positive student experience.
- Communicate examination deadlines, requirements, changes and procedures clearly and within agreed timescales.
- Develop and maintain effective working relationships with awarding organisations and other external stakeholders as appropriate.
- Handle personal and sensitive information securely and confidentially in accordance with UK GDPR, the Data Protection Act 2018 and College policies.
- Ensure examination records and documentation are securely retained and disposed of in accordance with regulatory and College requirements.
- Contribute to the review and continuous improvement of examination systems, processes and procedures.
- Maintain appropriate records to support internal quality assurance, regulatory compliance and examination audits.

General:

- Participate in College events, open evenings, enrolment and recruitment activities where required.
- Support the wider administration team and undertake other reasonable administrative duties consistent with the responsibilities of the post
- Promote equality, diversity, inclusion and respect in all aspects of the role.
- Comply with College policies and procedures relating to health and safety, safeguarding, Prevent, equality and diversity, data protection, confidentiality, copyright and information security.
- Take appropriate responsibility for maintaining a safe, secure, welcoming and supportive environment for students, staff and visitors.
- Demonstrate a strong commitment to safeguarding and promoting the welfare of children, young people and adults at risk, reporting concerns promptly in accordance with College procedures.
- Undertake mandatory training and relevant continuing professional development as required.
- Maintain high standards of professional conduct, customer service and confidentiality.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

Closing Date: Wednesday, 4th November 2026
Interview Date: Thursday, 12th November 2026

PERSON SPECIFICATION

JOB TITLE: Examinations Assistant

Criteria	Essential/ Desirable	Possible source of evidence
QUALIFICATIONS:		
Level 2 English (GCSE equivalent) & Level 2 Maths (GCSE equivalent)	E	Application Form/ Certification
Level 3 in Administration (or equivalent qualifications)	E	Application Form/ Certification
First Aid Certificate or willingness to obtain	D	Application Form/ Certification
EXPERIENCE OF:		
Minimum of one year's experience in an administrative role.	E	Application Form/ Supporting Statement/ Interview
Experience working within an educational environment	D	Application Form/ Supporting Statement/ Interview
Experience of JCQ Regulations	D	Application Form/ Supporting Statement/ Interview
Experience of coordinating examinations	D	Application Form/ Supporting Statement/ Interview
Experience of Examination Boards' Procedures and Regulations including registration and certification	D	Application Form/ Supporting Statement/ Interview
Experience of using Pro Solution student record MIS system or similar MIS Systems	D	Application Form/ Supporting Statement/ Interview
KNOWLEDGE OF:		
Knowledge of business tools and IT packages including Excel and Word	E	Supporting Statement/ Interview
Knowledge of examination processes and procedures	D	Supporting Statement/ Interview
An understanding of the Data Protection and Freedom of Information Act	E	Supporting Statement/ Interview
SKILLS & ABILITY TO:		
Good administration and communication skills, both verbal and written	E	Supporting Statement/Interview

Excellent planning, organisation and problem-solving skills	E	Supporting Statement/Interview
Ability to remain calm under pressure and produce work accurately to a tight deadline, with keen attention to detail.	E	Supporting statement/ interview
Ability to work closely and supportively with other teams, colleagues and external agencies	E	Supporting statement/ interview
Able to exercise informed judgements and make decisions	D	Supporting statement/ interview
Work on own initiative	D	Supporting statement/ interview
Ability to work flexibly and be adaptable to new methods and ways of working	D	Supporting statement/ interview
PERSONAL QUALITIES:		
Commitment to Quality	E	Supporting statement/ interview
Commitment to and evidence of CPD	E	Supporting statement/ interview