



## JOB DESCRIPTION

Oldham College

<b>Job Title:</b>	Examinations Administrator		
<b>Department:</b>	ISS	<b>Job Ref:</b>	
<b>Grade:</b>	Scale 4	<b>Position Type:</b>	Support
<b>Responsible to:</b>	Examinations Co-Ordinator	<b>Responsible for:</b>	

### Job Description

#### Main Purpose of Role

- To assist with the co-ordination and administration of all examinations within the College.
- To promote and provide excellent customer service internally and externally in all areas of the role.

#### Main Duties and Responsibilities

- To enter all students for examinations and to maintain accurate and timely input of all examinations data.
- To have a sound knowledge of examination regulations and to ensure that examination queries from staff and students are dealt with promptly and accurately.
- To assist the Examinations Co-ordinator in ensuring all Examination papers and documents are received, stored and promptly dispatched after completion adhering to Awarding Organisations regulations.
- To develop and maintain filing systems for all results and other examination documentation, ensuring accessibility to Auditors and appropriate College staff.
- To assist the Examinations Co-ordinator in arranging invigilation, rooming and other support services.
- To investigate errors between non matching of results and enrolment details with Curriculum Leaders, Course Tutors and Data Services.
- To assist with the transportation of examination materials to off site locations and to undertake invigilation as and when required.
- To ensure the organisation and registration of all on line examination processes.
- To prepare & distribute student examination timetables.
- To distribute results to candidates and staff and to record the results in the student records system.
- To ensure all examination entries/registrations match curriculum data.
- To assist the Examinations Co-ordinator in the process of receiving/inputting achievement data and the accuracy of ILR achievement update.

## **General**

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

## **Equality and Diversity**

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

## **Health and Safety**

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

## **Safeguarding Children and Vulnerable Adults**

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed.

You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Catherine Jones	Date:	13/12/24
Reviewed By:	Amy Driscoll	Date:	13/12/24
Reviewed By:		Date:	

## PERSON SPECIFICATION

POST: Exams Administrator

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organisation takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

**Assessment:** Items marked with a \* are short listing criteria, all other criteria will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	<u>Evidence Required</u>
<b>ESSENTIAL:</b>	
NVQ level 2 (or equivalent) in Business Admin or similar business related qualification.	*
<b>DESIRABLE:</b>	
4 GCSE passes (grades A-C) including Maths and English.	*
<u>Skills, Knowledge &amp; Experience</u>	
<b>ESSENTIAL:</b>	
Previous experience of administrative work in an office environment.	*
Ability to prioritise and manage work to meet internal and external deadlines.	*
Ability to work collaboratively and supportively as part of a team.	*
Ability to work under direction and on own initiative.	*
Knowledge & experience of spreadsheets, word processing, databases & data input.	*
Ability to analyse information and make decisions based on this analysis.	*
Good organisational and administrative skills.	*
A demonstrated commitment to the active promotion of equality of opportunity.	
The ability to work flexibly	*
<b>DESIRABLE:</b>	
Experience of supervising staff & guiding & training new or temporary staff.	*

An understanding of the curriculum and its underlying structures.	*
Experience in the development and implementation of policies/procedures/practices.	
Ability to communicate and liaise with team members and other staff to resolve queries.	
The ability to forge and sustain good working relationships with external agencies.	
Knowledge of examination regulations.	*
Experience & ability to develop and motivate staff.	
The ability to adopt customer-oriented approach and develop that in others.	
<b><u>Attitude &amp; Motivation</u></b>	
<b>ESSENTIAL:</b>	
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults.	
Demonstrable evidence to show a commitment to a customer centred approach and continuous quality improvement.	
Other Work Related Requirements	
<b>ESSENTIAL:</b>	
Ability to be flexible in attendance when required, including regular evening and occasional weekend work.	*
Ability to learn new systems quickly and adapt to changing work patterns.	*