

Capital City College Group  
Job Description and Person Specification

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<b>Post:</b>	Examinations Officer
<b>Reporting to:</b>	Examinations Manager
<b>Salary:</b>	£32,381.00

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### **Key Purpose**

To administer qualifications cross the College Group, including creating accurate entries to deadline, maintaining Awarding Organisations expected standards in centre and resolving all aspects of results and certificates administration.

### **Main Duties and Responsibilities**

1. To administer all aspects of qualifications and examinations processes across the Group
2. To work as part of a team that manages all aspects of the examinations process including, not exclusively:
  - Gathering and submitting accurate entry data to the Awarding Organisations
  - Managing changes to entry data
  - Meeting set deadlines
  - Handling confidential examination materials
  - Organising examinations timetables
  - Managing examinations across the centres
  - Managing rooming and candidates on examination days
  - Liaising with the relevant staff over candidate access arrangements
  - Ensuring Joint Council for Qualifications and Awarding Organisation regulations are met
  - Handling candidate scripts and despatching them securely and promptly
  - Managing and disseminating examination results and certificates
  - Handling candidate, customer and curriculum colleagues' questions and queries in a prompt and professional manner
  - Recording achievement and liaising with MIS on data discrepancies
  - Processing applications for access arrangements in conjunction with the ALS team
  - Advising managers on opportunities to improve processes
  - Attending all relevant training
3. To support colleagues across all areas of the Examinations Section during busy periods.
4. To work closely with the Deputy Examination Managers on all aspects of data and compliance.

- To be proactive in identifying areas for improvement and efficiencies within the Groups examination process.

### Expectations of the Post Holder

- To demonstrate model behaviours that, always, are consistent with an open, inclusive, and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To always carry their duties with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties as may reasonably be allocated by the line manager.

### Special Conditions

- The nature of this post means that the post holder may need to travel from time to time to other centres within the Group and external venues.
- The post holder will be contracted to work for a defined number of hours per week, but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
- This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS) check.

N.B. The scope of this job description is current at the date of issue; it is not intended to be a fully inclusive or exhaustive list. As and when the work of the Group develops or changes so the areas of responsibility and duties may be subject to change and the job description will be reviewed. Such changes will be made in consultation with the post holder in the first instance.

### Person Specification

	Criteria	Essential	Desirable	How Tested
<b>Qualifications / Professional Development</b>	Qualified to Level 2 (at least) in a relevant subject area.	✓		AF/Cert
	Qualified to Level 2 in English and maths or willingness to achieve within a specified period.	✓		AF/Cert
	Evidence of ongoing professional development.	✓		AF/Cert

<b>Knowledge / Experience</b>	Experience of working in examinations in FE / educational environment	✓		AF/IV/ Test
	Experience of using FE databases for examination purposes		✓	AF/IV/ Test
	Experience of using learner records systems	✓		AF/IV
	Experience of management information systems	✓		AF/IV
	Experience of using Microsoft Office products (including Access / Excel) to report and to communicate	✓		AF/IV
<b>Skills / Abilities</b>	Ability to use EDI and other forms of electronic communication	✓		AF/IV/ Test
	Excellent organisational skills, including the ability to plan, prioritise and work effectively under pressure	✓		AF/IV/ Test
	Excellent verbal and written communication skills	✓		AF/IV/ Test
	Ability to develop positive working relationships with colleagues at all levels	✓		AF/IV
<b>Additional Requirements</b>	An understanding of and commitment to equality of opportunity	✓		AF/IV
	A commitment to co-operative and flexible working and a demonstrable customer focus	✓		AF/IV
	A strong sense of purpose, and the drive to achieve agreed goals	✓		AF/IV
	A proactive approach to resolving problems and queries	✓		AF/IV