

Capital City College Group
Job Description and Person Specification

Post:	Examinations Assistant
Department:	Examinations Department
Reporting to:	Examinations Manager
Salary:	£27,178 per annum

Key Purpose

To support the Examinations Department in the administration of Vocational and General Qualifications under the guidance of Examinations Officers, Deputy Examinations Managers and Examinations Managers.

Main Duties and Responsibilities

To support the Examinations team in all aspects of the examinations administration process.

This will include, not exclusively:

- producing labels and registers
- setting up and checking examination packs
- assisting in the running of examinations
- processing scripts under supervision
- invigilation
- inputting examination entries and achievement data to the College Group database
- logging and processing examination results and certificates
- dealing with student queries
- dealing with payments, including raising purchase orders
- any other administrative tasks relating to examinations
- assist in identifying areas for improvement and efficiencies within the examinations processes
- maintaining standards and compliance

Expectations of the Post Holder

1. To demonstrate model behaviours that, always, are consistent with an open, inclusive, and participative style.
2. To be proactive in identifying and pursuing opportunities that are appropriate to maintaining their professional development, and actively participate in the Group's appraisal scheme.
3. To always carry out 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 will 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
Qualifications / Professional Development	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
Knowledge / Experience	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 delivering exceptional customer service	✓		AF/IV
	Experience of using learner records systems		✓	AF/IV
	Experience of using databases/management information systems		✓	AF/IV
	Experience of using Microsoft Office products (including Access / Excel) to report and to communicate	✓		AF/IV
Skills / Abilities	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
Additional Requirements	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