

## JOB DESCRIPTION

POST TITLE	:	Exams Co-ordinator
LOCATION	:	On Site Delivery
SCALE	:	Support scale
SALARY	:	Up to £25,375
RESPONSIBLE TO	:	Exams Officer
CLOSING DATE	:	5.00pm, Monday 9 March 2026
INTERVIEW DATE	:	Thursday 19 March 2026

### Main Purpose of the Post

To provide administration assistance as appropriate in support of the Exams Officer, Exams Department and Divisions and the staff within each area. Also undertake specific duties in fulfilment of the aims and activities of central services

### Responsibilities

- 1 To maintain and implement the College exams procedures and coordinate all exam administrative tasks in line with JCQ and awarding body regulations
- 2 Liaise with Awarding bodies and implement their processes for registrations, entries and results, attending training as required
- 3 Develop and maintain knowledge of administrative tasks for different qualifications offered by the College
- 4 Accurately record exams data and results within the college computer-based systems to support the management of exams/quality within college
- 5 Ensure exam materials are prepared, stored and distributed securely
- 6 Support the recording and update of exam timetables for publication within college
- 7 Support the coordination for approved exam access arrangements
- 8 Provide administrative support related to certification
- 9 Support and deliver invigilation training and coordination

- 10 Provide a first-class level of customer service for all stakeholders
- 11 Maintain confidential records and ensure GDPR compliance.
- 12 Attends team meetings and supports staff development events
- 13 To ensure full compliance with key policies and procedures across the college, attending regular safeguarding training and completing assigned training for Health & Safety
- 14 To carry out such other duties as the Principal may reasonably require

**HOURS:**

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

## PERSON SPECIFICATION

**POST:** Exams Co-ordinator

**DIVISION:** Central Services

<b><u>QUALIFICATIONS</u></b>	<b>Essential (E)/ Desirable (D)</b>	<b>To be identified by:</b>
1 Good general education including 4 GCSE's or equivalent to at least Grade C including English	E	Application form
2 NVQ Level 3 in Business Administration or equivalent	E	Application form
3 Foundation Degree or equivalent	D	Application form
<b><u>KNOWLEDGE/SKILLS</u></b>		
1 High level of skills with Microsoft Office Applications	E	Application form/ Interview
2 Confident in the use of bespoke software	E	Application form/ Interview
3 Awareness of Exams processes within an Educational setting	D	Application form/
4 Excellent written and oral communication skills	E	Application form/ Interview
5 Excellent organisation and planning skills	E	Application form/ Interview
6 Awareness of Safeguarding Legislation	D	Application form/ Interview
7 Ability to present statistical data	E	Application form/ Interview

## **EXPERIENCE**

1	Experience of working with effective management systems and administrative procedures	E	Application form/ Interview
2	Experience of Exam and Awarding Body protocols	D	Application form/ Interview
3	Experienced office practitioner who can prioritise work to deadlines, using their initiative and having a positive attitude	E	Application form

## **PERSONAL**

1	Commitment to the delivery of excellent Support and customer service to internal and external stakeholders	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Application form/ Interview
3	A commitment to ongoing professional development	E	Application form/ Interview
4	Enthusiasm for the role of further education in building and changing lives	E	Application Form/ Interview

## **STANDARD COLLEGE REQUIREMENTS**

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*