

## JOB DESCRIPTION

POST TITLE	:	Deputy Exams Officer
LOCATION	:	On Site Delivery
SCALE	:	Support Scale
SALARY	:	Up to £30,340
RESPONSIBLE TO	:	Exams Officer
CLOSING DATE	:	Monday 16 March 2026
INTERVIEW DATE	:	Tuesday 24 March 2026

### Main Purpose of the Post

To support and deputise for the Exams Officer in administering the Exams processes for the College, working with the Exams team and supporting the Divisions and staff within each area to ensure all Awarding Body and JCQ regulations are met successfully. Also undertake specific duties in fulfilment of the aims and activities of central services.

The successful candidate will have thorough knowledge of conducting public examinations, demonstrate excellent organisational skills and be experienced using student record systems and Exam module.

### Responsibilities

- 1 To support the development, maintenance and implementation of the College exams policies in line with JCQ and Awarding Body regulations.
- 2 Liaise with Awarding Bodies. To be a point of contact for the centre in matters relating to the general administration of awarding body examinations and assessments.
- 3 To work with the Exams Officer to proactively avoid malpractice among students and staff, support the head of centre by taking reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place.
- 4 Process and maintain accurate data in the college systems relating to each student's assessment and examination requirements, ensuring audit and GDPR compliance is maintained.
- 5 Register, enter and record results for any examination or assessment in accordance with the awarding bodies published procedures and deadlines for that qualification.
- 6 Working with the Exams Officer, manage arrangements to receive, check and store confidential question papers and examination material safely in accordance with regulations.

- 7 Work with the Exams Officer and Learning Support team to coordinate examination access arrangements and reasonable adjustments for eligible candidates.
- 8 To develop and maintain knowledge of qualifications offered within the college and attend Awarding Body and JCQ training as required
- 9 To support the Exams Officer in co-ordinating all exams and invigilation requirements across college ensuring regulatory requirements are met
- 10 To coordinate the timely distribution of certificates to the learners from all College provisions.
- 11 To provide a first-class level of customer service with all internal and external stakeholders.
- 12 Attends team meetings and briefings and supports staff development events.
- 13 Complete various relief duties as required.
- 14 To ensure full compliance with key policies and procedures across the college, attending regular safeguarding training and completing assigned training for Health & Safety
- 15 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:** Deputy Exams Officer

**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 5 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	E	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
8 Ability to adapt and prioritise and work in a pressurised and demanding role	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	E	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.*