

Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

Job description

Post:	Examinations Officer
Responsible to:	Head of MIS and Examinations
Coordinates with:	Staff both within the department and across the college

Main duties:

These duties are to be carried out at all times with due regard to the principles of equal opportunity.

- Stay up to date with JCQ and exam board regulations to ensure compliance and provide guidance to students, staff, and invigilators.
- Support the Exams Team Leader with exam administration, including entries, qualification registrations, recording results, distributing certificates, as well as other ad hoc tasks.
- Contribute proactively to the successful, secure and professional delivery of an exemplary examination service.

Tasks associated with principal responsibilities:

- Act as a key-holder for secure exam storage and ensure compliance with awarding body regulations for handling, storage, and distribution of materials.
- Manage secure handling of electronic exam and assessment resources.
- Provide timely and efficient front-line customer service to students, parents, and staff.
- Liaise with staff regarding coursework submissions to awarding bodies..
- Assist with creating exam entries, qualification registrations, and seating plans.
- Resolve exam clashes and arrange appropriate isolation provisions.
- Plan and disseminate invigilation schedules and maintain accurate logs for invigilator hours.
- Act as Lead Invigilator when required and support invigilators with online test software.
- Assist with the daily running of examinations, including checking the accuracy of examination papers as they arrive, dispatching scripts and uploading electronic assessments.
- Assist with managing online tests and instructing supervisors and invigilators on how to use the online software.
- Support results day requirements and assist candidates with post-results services.
- Lead the quality assurance process and distribution of examination certificates.
- Perform administrative duties, such as monitoring and organising the replenishment of examination stationery stock levels and assisting the department's post and electronic mail.
- Understand and adhere to the Data Protection Act 2018.
- Show commitment to the college and its internal and external customers.
- Maintain a professional working relationship with other members of staff, the common aim being the success of the college.
- Undertake additional duties as required by the Line Manager or Senior Management.
- Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Promote equality and diversity, college policies and the core values of the college.

Summary of main terms and conditions:

Working hours	Your working hours will be 08:00am-4:00pm, Monday to Friday. You are expected to attend a weekly departmental meeting which may take place outside the core day. Some flexibility may be required to meet business needs, this could include some work in the evenings and at weekends. Annual leave starts at 22 days (pro rata) plus bank holidays.
Salary	Points 7 to 10 of the Sixth Form Colleges Support Staff pay spine, currently £24,953 to £26,666 per annum based on working hours.
Pension Scheme	You will be auto-enrolled into the Local Government Pension Scheme unless you otherwise advise us.
Safeguarding	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
Payments	Your salary will be paid on the last working day of each month by BACS transfer.
Health	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical if applicable.
References	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee. The reference will request information about any disciplinary offences, including any relating to children and will ask about your suitability to work with children. Referees will be verified and will be contacted to validate the information contained within the reference.
Reviews	The post is subject to the successful completion of a 12 month settling in period. You will have reviews to assess your progress and set targets.

This job description is current at the date shown and may be amended from time to time after consultation.

Person specification for Examinations Officer

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
Your qualifications...	
These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.	
Educated to a minimum of GCSE level with grades C/4 or above in Maths and English.	A
You've got...	
These are the essential things that you have so you can do the job, without these you won't be considered for shortlisting.	
Transferable experience and / or qualifications that reflect appropriate Examinations Officer skills	A, I
Proven practical experience of common ICT applications, e.g. spreadsheets, databases, word processing.	A, I
The ability to use the internet effectively and efficiently to interrogate awarding body websites for information.	A, I
Strong organisational skills and time management skills; is able to plan, organise, prioritise and work systematically to meet deadlines.	A, I
The ability to work independently and autonomously as well as within a team.	A, I
Ability to work to predetermined instructions, regulations and policies with accuracy and attention to detail.	A, I
Ability to work under pressure in a fast-paced environment to tight deadlines and a high professional standard.	A, I
Ability to demonstrate working with initiative and innovation to solve problems, make good judgments and highlight problems.	A, I
Excellent interpersonal and communication skills, both written and verbal, whether this be face-to-face, by telephone or by email.	A, I
High levels of discretion and confidentiality and awareness of data protection.	A, I
An excellent record of punctuality, reliability and integrity.	A, I
Enthusiasm, energy and commitment to one's continuing professional development	A, I

It would be good if you had...	
Whilst not essential , it would help in the role if you had any of the below.	
Previous experience of examinations administration and knowledge of examination processes	A, I
Previous experience of education management software	A, I
Experience of working with young people	A, I