

## JOB DESCRIPTION

Post Title: Examinations Coordinator

Responsible to: Exams Team Leader

### Main Purpose

You will be responsible to the Examination Team Leader for co-ordinating the smooth running of examination activity for specific Awarding Bodies, including the administration of student registrations, assessments and examination entries and related information processing as directed as well as dealing with day to day general day to day operational issues.

### Duties

1. To process student entries/registrations for examinations/awards in accordance with the requirements of College and awarding body procedures and regulations.
2. To prepare information for the collection of examination/registration fees through the invoicing of sponsors (LEAs, employers, Government Training Scheme Agencies, etc).
3. To liaise with Awarding Bodies regarding the administration of examination operations.
4. To check invoices from Awarding Bodies and liaise with the Exams Team Leader regarding ongoing budget requirements for examination fees.
5. To be responsible for good practice in relation to the security of handling, storage and distribution of examination/assessment materials in accordance with awarding body regulations including the management of logistics of external examinations.
6. To be responsible for the preparation of examination timetables.
7. To be responsible for the examination activity associated with examination rooms in liaison with Environmental Services and Learning Resources staff, including the numbering of desks and the display of examination materials.
8. To be responsible for the examination activity relating to students with special requirements including liaison internally and externally to ensure awarding body regulations are met and that all additional resources are accommodated.
9. To distribute to, and receive back from, Invigilators examination papers and associated materials as required.

10. To check, pack and despatch examination scripts in accordance with the appropriate procedures.
11. To issue results and certificates.
12. To be responsible for collecting and recording achievement data in a timely manner.
13. To maintain accurate computerised records in accordance with the requirements of the College's MIS systems, government funding requirements and the general management of the College.
14. To assist as required in the preparation of statistical reports and, in particular, in the compilation of the Individualised Learner Record and related claims for funding.
15. Contribute to developing effective examination systems and procedures
16. To support the Examinations Team Leader, to arrange invigilation as required.
17. To undertake work in relation to registry, timetabling and registers as required.
18. To maintain files of all source documents as required for audit purposes.
19. To work at all times in close co-operation with staff in Registry and Timetabling to ensure an efficient flow of information, and to provide support in those areas.
20. Support and advise team members and College staff on all aspects of examination administration, including the resolution of queries.
21. To respond efficiently and professionally to enquiries relating to the work of the Office from students, staff, management and external enquiries.
22. At all times to maintain student confidentiality and comply with Data Protection regulations.
23. To undertake appropriate staff development as agreed with the line manager to keep abreast of developments in the principal area of work, and to comply with College continuous Professional Development requirements (CPD).
24. To ensure compliance with the Data Protection Act and Freedom of Information Act.
25. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations
26. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainable Development Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.

27. You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.
28. You may be required to work at or from any building, location or premises of Wigan & Leigh College, and any other establishment where Wigan & Leigh College conducts its business.

### **Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is conducted jointly with your Manager. You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at [www.gov.uk](http://www.gov.uk)**

**January 2020**

## **Knowledge**

- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period
- Working knowledge of Microsoft, Word, Excel, Access
- Level 2, or equivalent, in Administration
- Qualification in Information Technology

## **Competencies**

- Excellent communication skills
- Excellent organisational skills
- Excellent customer service skills
- High level of accuracy and attention to detail
- Self-motivated

## **Proven ability to**

- Work as a proactive team member
- Process data electronically efficiently
- Set up and maintain effective and supportive administrative systems and procedures
- Work methodically and adhere to deadlines
- Work under pressure

Evidence of working within an examinations environment

## **Other Requirements**

- Able to travel as necessary to fulfil the duties of the post
- This post will be based at both our Wigan & Leigh Campuses as per business need
- A commitment to on-going personal development and willingness to attend appropriate training courses, which may require overnight subsistence
- A willingness to work flexibly and outside of normal office hours; evenings, weekends and occasionally at bank holidays
- Suitable to work with children and young people in accordance with Government guidelines for safeguarding children Evidence of continuing professional development
- This post is exempt from section 4 (2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

