# Job Description Header

#### Department: Management Information Systems (MIS)

#### Job Title: Examinations Officer

#### Reporting to: Exams Co-ordinator

**1. Purpose of the Role:**

Work as a member of the Examinations team where a high level of commitment and flexibility is required. The purpose of this post is to provide a high level of expertise to ensure accurate, timely capture and processing of data.

**2. Duties and Responsibilities:**

1. Ensuring the timely collection and submission of exam data within the guidelines set by the College and Examination boards
2. Administer exam data to ensure that all computerised and manual records including Awarding body procedures are updated and maintained
3. Co-ordinate process for speciality areas within the requirements of the job role to ensure that accurate information is available as required
4. Allocate exam tickets from Spiceworks to relevant staff members
5. Ensure that correct or updated learner information is held in the Unit-e student records system by informing the MIS team of any changes
6. Produce high quality and timely achievement data processing to maximise funding and success rate data
7. Stay up-to-date to ensure that working practices adhere to all JCQ and Examination board regulations and assist Administrator or Invigilators with any queries
8. Support the MIS team with qualification and achievement data as required
9. Issuing of results to students and staff including the dispatch of certificates
10. To liaise with Estates regarding the suitable preparation of exam venues following guidelines
11. Work as part of the Exams team to provide data entry and front line enrolment support
12. Keeping departments updated with circulars/information from Examination boards
13. Provide excellent customer service including accurate information at all times to internal and external customers
14. Provide management information for departmental managers and others at all levels
15. Attend and contribute to team meetings as and when required

**General Responsibilities:**

1. Drive and participate in the performance management process as appropriate to position.
2. Comply with the College’s Equality and Diversity, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
3. Carry out operational duties as required and commensurate with the position.
4. Promote and safeguarding the welfare of children and young persons.
5. Use all available resources efficiently and effectively, and in-line with good eco-friendly practices.
6. Attend and contribute to team meetings and in-service training as and when requested.
7. Undertake appropriate personal and professional development activities, and record on the College Continuing Professional Development (CPD) system
8. Manage and minimise risk within all areas of responsibility.

**Note: This job description sets out the main responsibilities for the post, but is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities they undertake.**

**Person Specification**

#### Job Title: MIS Administrator (Examinations)

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| **Qualifications** | Essential Please tick | **Desirable**  Please tick |
| 5 GCSE inc. English and Mathematics – Grades A-C or equivalent |  |  |
| IT Level 2 qualification |  |  |
| **Experience** |  |  |
| Experience in an exams/office environment |  |  |
| Experience of high volumes of work and ability to work consistently under pressure |  |  |
| Computer experience |  |  |
| **Skills and Abilities** |  |  |
| Proven knowledge and experience in the application of all aspects of Information Technology including spreadsheets, databases and word processing |  |  |
| Rapid and accurate data input skills |  |  |
| Ability to think logically and a record of accurate working and attention to detail |  |  |
| Strong numeracy skills |  |  |
| Ability to show initiative and work unsupervised |  |  |
| **Personal Qualities** |  |  |
| Ability to establish good working relationships with others, good interpersonal skills |  |  |
| Willingness to learn new techniques |  |  |
| Commitment to working as a member of a team |  |  |
| Flexibility to work outside normal hours to meet deadlines when appropriate |  |  |

**Signed by the Post Holder:**…………………………………….…… **Date** …………………………