

## JOB DESCRIPTION EXAMINATIONS OFFICER

<b>Job Title</b>	Examinations Officer
<b>Salary Scale/Grade</b>	Grade 6, point 9-12
<b>Responsible to</b>	Examinations Manager
<b>Date of Job Description</b>	April 2023

### Purpose

Provide a seamless, effective, efficient, accurate and timely examinations service. To provide a committed customer focus environment and provider services to the highest performance standards.

To ensure all processes meet internal and external requirements, including a thorough understanding of external and internal methodologies, specifications, guidance, rules and regulations.

### Main Duties and Responsibilities:

- To input, amend and maintain records within the relevant MIS systems
- To be responsible for data production, validation and control
- To adhere to and understand principles of funding methodologies, using this knowledge to interrogate data
- To ensure all examination related activity is conducted in line with JCQ, Awarding Body and EPA requirements
- To be responsible for administering and processing paperwork and complete appropriate documentation as required
- To provide excellence in Customer Service and communication, this involves customer contact via the telephone, in person and in writing
- Work in an organised manner ensuring information is complete, timely and accurate
- To comply with departmental and external rules, regulations and funding guidance **Quality, Standards and**

#### Compliance:

#### Continuous Improvement.

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- To attend and participate in monthly team meetings
- To work as part of the team to create an inspiring environment with an open communication culture
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.

#### Personal Development

- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area

#### Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values

#### Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

#### Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality

#### Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must cooperate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

#### Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

#### **GENERAL:**

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

## **PERSON SPECIFICATION**

<b>Job Title</b>	Examinations Officer		
<b>Department</b>	Information Services		
<b>Salary Scale/Grade</b>	Grade 6, point 9-12		
<b>Criteria</b>	<b>Description</b>	<b>Essential Desirable (E/D)</b>	<b>Assessed By Application Interview Test</b>
	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	AT

Education & Qualifications	2 to 3 A Level passes or equivalent in a relevant subject	E	A
Experience	Experience of working with a complex database and systems, providing accurate data entry and providing complex data solutions	E	AI
	Can demonstrate the ability to research and examine complex policies, rules and regulations, including modelling statistical information and producing graphical representation.	E	IT
	Can demonstrate the ability to audit and review complex documentation	E	IT
	Experience in providing excellence in customer service and communication	E	AI
	Experience of meeting deadlines	E	AI
	Experience in providing and managing excellence in customer service and communication	E	AI
Skills, knowledge, and competencies	Focused on the provision of excellent services to all customers		AIT
	A smart worker with the ability to use systems and technology effectively and efficiently to undertake the role		AIT
	Commitment to and promotion of data governance principals throughout the student and employer journey	E	AI
	Commitment and ability to respect the confidentiality of information and awareness of data protection legislation	E	AI
	Accurate and efficient worker	E	AT
	Competent at using Microsoft Outlook, Word and Excel	E	AT
Personal characteristics	A team worker with an adaptable and exemplary approach to work	D	AI
	Creative, imaginative and entrepreneurial thinker	D	AI
	Proactive worker able to work on own initiative	E	AI
	Persistent and resilient approach to work	E	AI
	Professional approach to work and appearance	E	AI
	Commitment to excellence and quality	E	AI
Other	A commitment to safeguarding and the wellbeing of learners	E	AI
	This post is subject to an enhanced Disclosure and Barring Service check.	E	AI
	Committed to student success and supporting students to fulfil their potential	E	AI

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.