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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Exams Administrator

**Department:** Exams/MIS

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Exams Officer

**Reports:** n/a

**Salary / Scale:** Support Spine - Band 4 £17,240.00 – £18,284.00 per annum

**Date of Issue:** September, 2020

**Organisation Chart:**

MIS Manager

Exams Officer

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1. **Aims and Purpose of the Post**
   1. The provision of a professional, courteous and knowledgeable service for the Exams function supporting enquiries for both staff and students.
   2. The effective and efficient processing of student examination entries and inputting of data onto the MIS system.
   3. The administration and accurate completion and maintenance of student concession files.
   4. The organisation of all online and paper based examinations.
   5. The planning and booking of exam invigilators.
   6. To ensure the centre has all necessary evidence in exam files.
   7. To assist in the planning and execution of the large exam sessions for “National” exams.
2. **Specific Responsibilities**
   1. To effectively and professionally handle all full and part-time Further Education exams enquiries in accordance with College procedures and in accordance with Service Standards.
   2. To dispatch accurate and full information to students in line with the Services Standards.
   3. To process all student registrations, claims, certificates and entering details onto the MIS system.
   4. To maintain an up to date knowledge of the course criteria offered by the College.
   5. To ensure that all examination entries are processed to meet internal and external deadlines.
   6. To update the MIS system when results are received.
   7. To gain understanding, knowledge and adherence to the regulations and changing requirements of the examining boards used by the College.
   8. To assist with the processing of all examination entries efficiently and in accordance with the regulations of the Examining Boards.
   9. To assist with the conveying of examination results and certificates to students and trainees with associated administrative recording.
   10. To collect, process and record fees and payments as required.
   11. To maintain complete and accurate student files and records both manual and computerised.
   12. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   13. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   14. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   15. To manage student conduct in accordance with College policies.
   16. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   17. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   18. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme

30 days holiday (Inc bank/public holidays) \*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed;……………………………… Date;………………………………

(Employee)

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Exams Administrator** |

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| NVQ in Business Administration / Customer Service or equivalent |  | X |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| Experience of working within a similar role | X |  |
| Experience of working within a further/higher education context | X |  |
| Knowledge of cultural diversity and its impact on learners and institutions |  | X |
| **Ability / Skills** |  |  |
| Commitment to enhancing the experience through service excellence | X |  |
| Excellent communication skills, works effectively within a team | X |  |
| Good organisational and time management skills | X |  |
| Excellent IT skills with the ability to use the range of Microsoft packages | X |  |
| Ability to provide courteous and high standard of customer service | X |  |
| Demonstrates a ‘can do’ outcome focused attitude and approach | X |  |
| Ability to work flexibly to meet changing needs | X |  |
| A pro-active approach to work and problem solving and the ability to spot and deal with issues as they occur | X |  |
| **Personal Attributes** |  |  |
| Ability to work on own initiative | X |  |
| Willingness to learn and take on new tasks | X |  |
| Willingness to work flexibly i.e. evening and weekends | X |  |
| Understanding of confidentiality and data protection issues | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commit to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website.