

Role Description

Role Title: Exams Administrator	Pay Grade: Grade 5 - £23,088 - £23,191 per annum
Normal Place of Work: All four centres	Line Manager: Examinations Manager
Normal Working Hours: 37	Responsible For: n/a

ROLE PURPOSE

- To administer all aspects of the examination and certification process, ensuring that examination board procedures are followed throughout these processes, and providing support to students and staff across the college between the hours of 8am to 9pm across all sites.

PRINCIPAL ACCOUNTABILITIES

- Ensure the collection and recording of all student registration to ensure students are registered for the appropriate qualification in a timely manner.
- Maintain the examination data regarding exam elements, dates and time within the management information system.
- Process exam booking requests and maintain the college examination timetable within a site of guidelines.
- Support the processes to ensure all exams are conducted as per relevant rules including arranging and supporting invigilators.
- Work within the City of Bristol College policies/processes, awarding body and JCQ rules in order to ensure the security of all examination papers and completed exam work.
- Process Exam Access Arrangement requests as per guidelines of awarding body.
- Process examination results / achievement data in to the Data Management system in a timely manner and ensuring certificates are available to collect / are sent to students.
- Carry out invigilation as required ensuing exams are conducted appropriately, providing a calm whilst regulated environment to ensure students have the best opportunity.
- Provide on-site support to invigilators and students whilst exams are underway.
- Support and assist in training / monitoring the college bank of invigilators.
- Liaise with awarding bodies regarding registration, examination requirements and resolving queries.
- Provide advice and guidance to all members of City of Bristol College employees in relation to examination requirements.
- Assure the suitability of rooms and venues booked meet awarding body regulations and are appropriate
- Support the wider college by supporting open events and carry out duties as requested during peak enrolment periods.
- Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
- Undertake ad hoc projects, as directed and contribute to cross-college working groups.
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- Work towards and support the College's vision and the objectives.
- Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
- Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
- Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.
- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.

23. Reflect critically on own professional practice and discuss annually, at performance review, how performance can be improved and where appropriate agree what actions can be taken for further improvement.
24. Undertake such other duties as may reasonably be required commensurate with the general level of responsibility, at the normal place of work or at any another College location.

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

Invigilators	Working and supporting invigilators onsite during exams, providing training as required.
Exams Team	Working collaboratively with all members in the team to ensure a smooth and effective experience for all those interacting with the Exam Function
Heads of Department / All Staff	Working closely to ensure exam requirements are understood, deadlines adhered to, issues resolved and completion outcomes gathered in a timely manner.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: inclusivity, honesty, respect and ambition

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

	Essential	Desirable	How assessed *
QUALIFICATIONS			
NVQ Level 2 related to duties of role or equivalent experience.	✓		AF/Cert
GCSE English Language and Maths Grade 'C' or equivalent experience.	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
A good level of computer literacy.	✓		AF/IV
Basic understanding of formal examination processes.	✓		AF/IV
Experience of working in a regulated environment.	✓		AF/IV
Experience of working within a role related to the management and monitoring of data.	✓		AF/IV
Knowledge of examination processes from registration through to completion.		✓	AF/IV
Experience of administration of exam data.		✓	AF/IV
Capable of understanding and working with large amounts of data via electronic systems.		✓	AF/IV
Experience of working within the educational sector.		✓	AF/IV
Basic understanding of education funding methodologies and rules (for example, 16-19 funding rules)		✓	AF/IV
Good understanding of how funding works within the FE environment.		✓	AF/IV
SKILLS AND ABILITIES			
Ability to follow regulations and to understand the importance of regulatory framework	✓		AF/IV
Able to apply a high level of attention to detail and exceptional organisational skills within a busy environment.	✓		AF/IV
Able to work ahead of deadlines	✓		AF/IV

Able to pro-actively problem solve and provide positive solutions	✓		AF/IV
Able to prioritise effectively and independently	✓		AF/IV
Able to identify and deliver high levels of customer service	✓		AF/IV
Able to utilise latest technology to make efficiencies with process	✓		AF/IV
Able to work both confidently as part of a team and proactively as an individual.	✓		AF/IV
Able to communicate effectively and professionally with all Staff.	✓		IV
This job entails travel throughout the Bristol and South Gloucestershire area. Some college sites are poorly serviced by public transport, therefore in order to carry out the work in a timely and efficient fashion you are required to have access to a motor vehicle and possess a valid driving licence	✓		IV
You should be flexible and be able to work with a minimum of supervision.	✓		IV
A standard 37 hours a week is in operation but at times during the year this may need to be exceeded, time off later will be allowed.	✓		IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV

= Assessed via interview

Cert

=

Certificate checked at interview

Signed

...Amie Prowle.....

Date

08/07/2024