

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Luminate Education Group
Core Job Role:	
Job Title:	Examinations Administrator
Reports to:	Exams Co-ordinator
Grade	A
Date of compilation:	May 2020

SPECIFIC ROLE RESPONSIBILITIES:

- Ensure high-quality customer service at all times within the exams office, both face to face, on the telephone or in writing.
- Ensure that all exam entries/registrations are made to the awarding bodies in an accurate and timely manner.
- Ensure that all achievements are claimed from the awarding bodies and results entered into the student record system in an accurate and timely manner, in order to maximise achievement.
- Liaise directly with Exam Boards, students, tutors and invigilators ensuring that any enquiries/queries are dealt with in a timely and professional manner.
- Monitor internal deadlines to ensure that all exams work is completed on time and complies with the exam boards' deadlines.
- Notify staff/students of the date, time and place of examinations.
- Ensure that all exam papers are received, stored in a secure location approved by the exam inspectors and prepared ready for collection by invigilators.
- Ensure that all exam scripts are securely stored prior to their posting to examiners.
- Ensure that all exams comply with Board regulations, including the setting out of rooms, display of appropriate literature relating to candidates' responsibilities, and timely distribution of exam papers to invigilators.
- Assist with the special arrangements application process when required.

- Coordinate the booking of accommodation for exam sittings and liaise with Estates team to ensure the preparation of rooms in accordance with exam board guidelines.
- Ensure that all results are distributed or posted out in accordance with the service level agreement.
- Ensure that all exam-related invoices are checked prior to their authorisation for payment.
- Ensure that all exam certificates are kept in a secure location prior to their collection or despatch.
- Deal with exam inspectors and their requirements as appropriate.

CORE RESPONSIBILITIES:

- Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes.
- Compliance with all College policies and procedures.
- Comply with all legislative and regulatory requirements.
- To promote a positive image of the College.
- Any other duties commensurate with the level of the post, which may be required from time to time.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Examinations Administrator
Department	Examinations

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. Full level 3 qualification	A / I
E	Q2. English and Mathematics at Level 2 or above and a willingness to improve in 1 or both disciplines to level 3 or above.	A / I
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working in an administrative role, preferably within an exams team.	A / I
E	EK2. Good organisational skills	A / I
E	EK3.Excellent problem-solving skills and the ability to take ownership and responsibility.	A / I
D	EK4. Experience of using Prosolution or other college student records system.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. High standard of computer literacy including the use of spreadsheets.	A / I
E	SC2. Enhanced communication and interpersonal skills.	I
E	SC3. Ability to prioritise workload.	A / I
E	SC4. Ability to work on own initiative.	A / I
E	SC5. Attention to detail.	A / I
E	SC6. Ability to work under pressure and meet deadlines	A / I
E	SC7. Ability to work as an individual or as part of a team	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I