

Group Member:		Luminate Group Services	
Job Title:		Exams Administrator	
Reports to:		Exams Co-ordinator	
Job Grade	LEG A	Department	MIS

ROLE SUMMARY:

The Exams Administrator is responsible for ensuring that students are registered and certificated accurately with the awarding body and that exams and external assessments are timetabled and organised so that they run smoothly and to JCQ and awarding body regulations.

SPECIFIC ROLE RESPONSIBILITIES:

1. To ensure that exams and external assessment run smoothly and in line with awarding body and JCQ regulations for the campus and community sites.
2. To ensure registration and certification of students meets the required deadlines and criteria to ensure maximum achievement rates and supports student progression.
3. Maintain an accurate and up to date college information system to enhance reporting and monitoring.
4. To comply with JCQ regulations to ensure the integrity of the exams and assessment.
5. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. To always provide high quality customer service; either in person, on the telephone, electronically or in writing.
2. Ensure that all exam entries and registrations are made to the awarding bodies in an accurate and timely manner.
3. Ensure that all achievements are claimed from the awarding bodies and results entered into the student record system in an accurate and timely manner, to maximise achievement.
4. Liaise directly with awarding bodies, students, tutors and invigilators ensuring that any enquires/queries are dealt with in a timely and professional manner.
5. Monitor internal and external deadlines to ensure that all exams work is completed on time and complies with the awarding body and college deadlines.
6. Apply for Exam Access Arrangements ensuring applications are processed and recorded accurately.

7. To timetable exams and external assessment ensuring that everything is in place so that exams run smoothly and comply with JCQ and awarding body regulations. Liaising with Estates, IT and Curriculum teams.
8. Ensure that all exam papers are received, stored in a secure location approved by the exam inspectors and prepared ready for collection by invigilators. Completing secure material and 2nd pair of eyes check logs.
9. Ensure that all exam scripts are securely stored prior to their posting to examiners.
10. Ensure that all results are distributed timely and meet Level 3 and Level 2 result days, where applicable.
11. Ensure that all exam certificates are kept in a secure location prior to their collection or despatch.
12. Deal with exam inspectors and their requirements as appropriate
13. Any other duties that are specific to the department.
14. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

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 the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

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

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Creative

Encouraging all to have aspiration and passion in everything they do.

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Exams Administrator
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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
E	Q1. English and Mathematics at Level 2	A / I
D	Q2. Full level 3 qualification	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 / T / P / C / MT
D	EK4. Experience of using Prosolution or other college student records system.	A / I / T / P / C / MT

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