

Job Title: Examinations Officer

Department:	Education, Sport and Culture
Section:	Highlands College
Reports to:	Examination Manager
JE Ref:	CYP1115
Grade: CS06	JE Date: 06/02/2023

Job purpose

To assist in maintaining a comprehensive and effective examinations system within the College, ensuring that the appropriate regulations and procedures stipulated by the relevant examinations boards and professional bodies are adhered to by all internal and external customers, as well as invigilating staff.

To be the first point of contact for all customers regarding availability of exams, and examination procedures, whilst providing cross-departmental support.

Job specific outcomes

Organise the entry, registration and certification procedures, and exams for the appropriate examining boards for the College students and external candidates in line with the regulations and procedures laid down by the relevant bodies. Using EBS and other software, input candidate data, and provide reports for the Examinations Manager.

Advise College staff, students, and external customers as to the correct procedures for examination entry and submissions to ensure that all participants are aware of the information required by the College and the examining bodies.

Assist the Exams Supervisor in arranging exams, organising the examination schedule, room allocations and supplies, whilst providing invigilation support as and when required.

Responsible for organising all exams for exam boards specified by the Examinations Manager for the College and external candidates.

- Liaise with specified examination bodies and relevant Highland College departments.
- Responsible for arranging the marking of papers as required.

Administration of the paying of invoices for the Examinations Department as well as investigating candidate charges, as required, whilst meeting costs of examination bodies, and receiving cash and card payments.

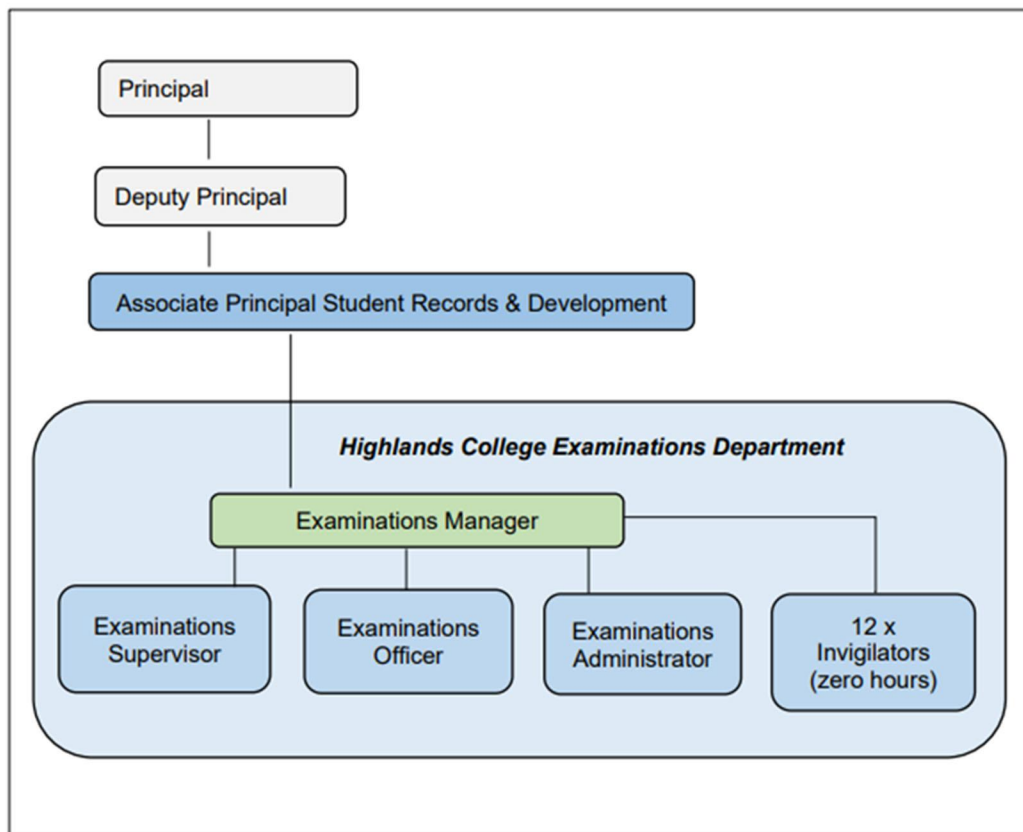
To undertake any other reasonable examination related tasks, commensurate with the post and grade, as directed by the Exams Manager.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Person Specification

Specific to the role

An experienced professional with a strong administrative background. You will have excellent attention to detail, have a strong customer focus, the ability to create and utilise spreadsheets, and the ability to learn in-house and bespoke software.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Have achieved 5 GCSEs including Maths and English or a NVQ2 qualification.	Have achieved an administration qualification.
Knowledge	<p>Knowledge of working with database systems for data entry.</p> <p>Understanding the importance of data security (GDPR).</p> <p>How to deal with complaints effectively.</p> <p>Communicating with educational institutions both on and off-Island.</p>	
Technical/Work-based Skills	<p>Strong IT skills: Microsoft Office Suite of applications.</p> <p>Strong numeric skills for processing payments and invoices.</p> <p>Strong reading, writing, and verbal communication skills.</p>	Experience working with Teams/SharePoint.
General Skills/Attributes	High degree of accuracy and attention to detail,	

	<p>with an ability to work to tight timescales.</p> <p>Capable of being supportive with candidates whose first language is not English.</p> <p>Committed to supporting the College by giving clear and accurate information regarding exam policy and procedure.</p> <p>Ability to liaise with all levels of management and administration to provide an inclusive and cohesive service.</p>	
<p>Experience</p>	<p>A high level of administrative skills with a proven track record.</p> <p>Experience of working in a customer facing role.</p> <p>Experience working independently and managing timelines set by the Exams Manager and/or Exams Supervisor.</p>	<p>Working in an educational setting.</p>

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.